THE OPIUM MANUAL.

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PART III.

FACTORY PROCEDURE.

For the guidance of the Officers of the Patna Opium Factory.

PUBLISHED UNDER THE AUTHORITY OF THE BOARD OF REVENUE L.P.

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PREFACE.

OPIUM.

W. KEMBLE, ESQ.

IT having been decided to issue a revised edition of the Opium Manual in four separate parts, the present volume (Part III), which is intended for the use of officers in the Bihar Agency only, contains the rules and forms relating to Factory Procedure.

2. This volume is interleaved with blank pages to allow of the insertion of additions and alterations hereafter, if necessary. Errors and omissions should be brought to the notice of the Board.

3. This volume may be cited briefly as—"The Opium Manual, 1892 (Bihar), Part III."

BOARD OF REVENUE, L.P.,
The 5th August 1892.

T. INGLIS,
Offg. Secretary.

THE OPIUM MANUAL.

PART III.

(BIHAR AGENCY.)

CONTENTS.

CHAP.		PAGE.
I	Duties of officers	1
II	Temporary establishment	3
III	Mustering	7
IV	Search and locking up	9
V	Leaves	13
VI	Trash	20
VII	Receipt and weighment of opium	24
VIII	Parakh, testing and assay	29
IX	Inferior and other descriptions of opium	33
X	Standard computation	40
XI	Storage, alligation and export of opium	44
XII	Preparation and issue of dhoi	48
XIII	Preparation and issue of lewa	51
XIV	Cake making	55
XV	Storage of provision cakes	67
XVI	Suttai	71
XVII	Packing and despatch	74
XVIII	Abkari opium	88
XIX	Medical opium	91
XX	Contraband opium	93
XXI	Fire-brigade	95
XXII	Factory guard	98
XXIII	Stores	101
XXIV	Cups	104
XXV	Chest Department and Saw Mills	106
XXVI	Treasury	115
XXVII	Accounts and audit	116

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CHAPTER I.

DUTIES OF OFFICERS.

Opium Agent.

1. The Opium Agent is responsible for the efficient working of the Factory in all its branches.

Factory Superintendent.

2. The Factory Superintendent is the officer in charge of the Factory, and responsible to the Agent for everything connected with such charge. He is also *ex-officio* Opium Examiner for purposes of Act XIII of 1857.

Assistant Factory Superintendent and other officers.

3. The Assistant Factory Superintendent and the other officers of the Factory are under the orders of the Factory Superintendent.

Appointments to permanent staff.

4. The Factory Superintendent will make all appointments to the permanent staff, in cases where the pay of the subordinate does not exceed Rs. 20 a month. In all cases of vacancies where the pay exceeds Rs 20 a month, the Factory Superintendent will submit his recommendations for the filling up of the vacancy for the approval and orders of the Opium Agent. All first appointments to permanent vacancies are subject to a probationary period of six months, at the end of which the person appointed, if considered fit, will be confirmed. The age of candidates on first appointment should not exceed 25 years—*vide* Civil Service Regulations, Part II, Chapter III, article 63.

Dismissal and suspension.

5. All cases of dismissal and suspension of subordinates drawing Rs. 10 a month and upwards will be reported to the Opium Agent.

In connection therewith the following rules, published by the Board of Revenue, Lower Provinces, should be carefully attended to:—

"That (except in the case of public servants who are dismissed in consequence of facts and inferences elicited at a judicial trial, or in the cases of persons who abscond with an accusation over their heads, and in which, therefore, the prescribed procedure would be unnecessary or impossible) in all cases of removal or dismissal, the charge against the public servant concerned shall be reduced to writing, that his defence shall either be taken in, or reduced to writing, and that the decision thereon shall be also in writing. It is not sufficient that these orders should be substantially complied with; they must be strictly carried out.

"In all cases in which a public servant of the class eligible for pension is dismissed from his appointment by his superior officer, such officer shall invariably record a proceeding, either in English or in the vernacular, setting forth fully the grounds of such dismissal. Before final orders are passed in such cases, the explanation of the public servant should be called for, and if such explanation be given verbally, it should be taken down in writing by the superior officer."

Appeals.

6. Appeals against the orders of the Factory Superintendent must be made on a stamp paper of the value of one rupee, and be submitted through him to the Agent, together with a copy of the orders appealed against and any observations he may wish to make. All such appeals must be submitted within one month of the passing of the order appealed against, otherwise they will not be considered.

Service books.

7. Service books of each subordinate will be kept up strictly in accordance with the rules laid down in articles 878 to 884 of the Civil Service Regulations (1889 edition). The entries in the opening page should be reattested or renewed, if necessary, every five years, the entries or alterations on that page being signed and dated by the officer making it. All entries in column 12 should be in accordance with the terms of its heading, and should be made immediately on any order for punishment or special commendation worthy of record being issued. The cause, however, of a reduction in appointment, such as "inefficiency" or owing to "revision of establishment," should be noted. Leave of every description and every period of suspension or other interruption of service should be distinctly shown with full details of duration (and cause in case of suspension) and attested by the head of the office, who is personally responsible for the proper keeping up of these service books.

Authority for expenditure.

8. Subject to the general control of the Agent, the Factory Superintendent is authorized to entertain all necessary and ordinary contingent establishment in connection with the manufacture and provision of opium, such as that on daily wages and temporary monthly paid native staff. For charges of an extraordinary nature, such as temporary extra assistants, the special sanction of the Agent will be obtained.

Details of operation.

9. The operations carried on at the Factory are—

(i) Receipt and expenditure of leaves.
(ii) Receipt and expenditure of trash.
(iii) Import, examination, standard computation, and storage of opium.
(iv) Manufacture and care of provision opium.
(v) Packing and despatch of provision opium.
(vi) Manufacture and supply of excise opium.
(vii) Manufacture and supply of medical opium.
(viii) Disposal of contraband opium.
(ix) Receipt and issue of general stores.
(x) Receipt and issue of cups.

CHAPTER II.

TEMPORARY ESTABLISHMENT.

Indents for temporary establishments.

10. When establishments are required, assistants will submit indents (Factory Form No. 1) for the same, for sanction of the Factory Superintendent (through the Assistant Factory Superintendent when the department is under his control).

Temporary establishment indent book.

11. Each department will have its own indent book, and the indents will be serially numbered and in triplicate, the original copy for record, the duplicate for submission to the Head Clerk for audit of the pay bills, the triplicate for the mustering officer.

Scale of indents.

12. The establishment will as a rule not exceed for the same work the scale of the previous year, which will be shown in the indent. Should, however, any increase be indented for, the reasons for this will be clearly set forth in the remark column.

Leave book.

13. Each department will have a leave book (Factory Form No. 2). All applications for leave will be submitted through the Assistant Factory Superintendent, who will forward them to the Factory Superintendent for sanction with his remarks, if the period exceeds one day. When the applicant is sick, the native compounder's certificate will be obtained on the back of the form.

Metal tickets.

14. Before a cooly or artizan engaged for the first time is permitted to enter the Factory, he will be furnished at the muster by the sirdar of his department with a metal ticket which will have impressed on it the distinctive mark of his department and his number on the attendance roll.

Shape of metal tickets.

15. The shape of the tickets (tin) worn by ordinary coolies denotes their daily pay :—

				A.	P.
Diamond	...	...	...	3	0
Semi-circular	...	...	...	2	6
Oval	...	...	...	2	0
Triangular	...	...	...	1	6
Round	...	...	...	1	0

Tickets for cake-makers will be round, well finished, and of zinc; those for artizans, such as carpenters, blacksmiths, &c., will be oblong, well finished, and of zinc.

Preference given to employés who have worked in previous years.

16. When taking on establishments assistants will invariably first entertain old hands who have worked satisfactorily on previous occasions.

Attendance roll.

17. In every department there will be an attendance roll of the workpeople (Factory Form No. 3), and each person will have a serial number in the book, corresponding to the number of the metal ticket with which he is furnished.

Workmen not to be dismissed without sanction of the Factory Superintendent.

18. An assistant has not the power to dismiss an employé: should he, however, deem any one worthy of dismissal, he will make out a short report on the subject to the Factory Superintendent (through the Assistant Factory Superintendent) for orders, entering at the same time the name and number of the person, and the fault he has committed, in the memorandum book of his department.

Workmen not to leave the Factory without permission.

19. An assistant is not permitted to allow any one employed under him to leave the Factory during working hours.

In urgent cases the matter will be brought before the Factory Superintendent or Assistant Factory Superintendent for disposal.

Names of bad characters to be shown on a board.

20. A board will be hung outside the main gate, bearing the names of all dismissed persons, a copy of which, with the Factory Superintendent's signature, will be kept in his office, and assistants and sirdars will be held responsible that they are never again employed under them.

Factory servants not to be employed for private purposes.

21. It is strictly prohibited to employ Factory servants for private purposes, except artizans, who may undertake work on their own terms out of Factory hours.

22. Assistants will be held responsible that no children or infirm men or women who are physically unfit for work are employed under them.

Pay bills and cheques.

23. On the 1st and 16th of each month assistants will submit to the Factory Superintendent's office—

(1) The pay bill (Factory Form No. 4) in duplicate, if the amount exceeds Rs. 10, for the preceding fortnight.
(2) The corresponding cheque (Factory Form No. 6) duly filled in for the amount of the daily establishment employed under them.
(3) The attendance roll of their departments

On the 1st of each month they will also submit the monthly establishment bill (Factory Form No. 5), with the corresponding cheque and attendance roll.

The pay bills of all departments under the immediate supervision of the Assistant Factory Superintendent will be submitted through and initialled by him.

Check of pay bills.

24. The Head Clerk of the Factory Superintendent's office will then check these bills with—

(1) The sanctioned indents
(2) The attendance registers, the daily totals of which he will verify with the general muster-roll and add to see if the totals are correct.

He will then compare the amounts of the cheques with those in the corresponding pay bills, signing both in token of their correctness, and submit them to the Factory Superintendent for signature.

Procedure regarding pay bills and cheques.

25. The cheques and attendance rolls will then be returned to the assistants concerned, and the pay bills kept in the Factory Superintendent's office as vouchers in support of the amounts charged in his List of Payments, which, with the duplicate copies of bills exceeding Rs. 10, will be submitted to the Opium Agent. Bills for monthly establishment will be embodied in a consolidated bill (A. G. B. Form No. 5) and submitted as a voucher with the first List of Payments.

Payments of cheques.

26. On receipt of a cheque the assistant will write on the back an order to the Treasurer to pay the bearer (giving name), who will be a permanent sirdar.

The latter, having counted the money, will also sign on the back an acknowledgment for the same.

Payments of wages.

27. The money having been again counted in the presence of the assistant, he will summon each person in the order of the attendance roll, and having ascertained that the number of his ticket corresponds with that on the roll, will pay him his due, attesting the payment by his initials opposite the amount in the roll. He will then sign column 7 of the register of Treasury orders (Factory Form No. 7). The assistant will be held responsible for all payments, which must be made in his presence.

Undisbursed balances.

28. On completion of the day's payments, undisbursed balances of pay will invariably be lodged with the Treasurer, who will enter and initial the amounts in a register (Factory Form No. 8). When depositing, as when withdrawing money, the assistant also will affix his initials to the amounts and fill in the date in column of withdrawal. In the absence of the Treasurer the same routine will be observed by the Head Muharrir.

Chalan of undisbursed pay.

29. When depositing undisbursed pay, an assistant will hand in therewith a chalan (Factory Form No. 9) signed by him, on which he will obtain the signature of the Treasurer or Head Muharrir. This he will retain as his receipt.

Withdrawal of undisbursed pay.

30. Before withdrawal of money, the Treasurer or Head Muharrir will see that the chalan as well as his own register bear the signature of the withdrawing assistant, and in case of departments for which the Assistant Factory Superintendent is answerable, these documents will invariably be initialled by him, without which no money can be received or issued on such account.

Responsibility of the Assistant Factory Superintendent regarding undisbursed balances.

31. As the Assistant Factory Superintendent is held personally responsible for all moneys made payable to him, he will, during the progress of payments in departments directly under him, not leave the Factory until he has satisfied himself that the undisbursed balances of the day have been deposited in the Treasury, and until the chalan books, duly receipted by the Treasurer or Head Muharrir, have been received back. These books will be submitted weekly for the inspection of the Factory Superintendent.

Form for unclaimed wages.

32. Undisbursed balances of pay remaining at the end of a fortnight or month will be deducted in gross from the next pay bill of a department. Such (undisbursed) balances must be shown in detail in the undisbursed register (Factory Form No. 10) which each assistant must attach to every pay bill of his department. Should the workpeople whose pay has been thus deducted appear at any subsequent time, a supplementary bill will be submitted.

Fine books.

33. There will be separate fine books for permanent, temporary, and caking room establishments (Factory Form No. 11) in which all fines must be entered.

They will be forwarded through the Assistant Factory Superintendent when for departments under him, and be submitted for the approval and initial of the Factory Superintendent.

Deduction of fines.

34. In the fine column of the attendance roll, and in that of the pay bill of all establishments, all fines will be entered in detail against the respective names in the former, and in gross in the latter, and deducted accordingly.

Sirdars prohibited from taking money from workpeople.

35. Assistants in charge of departments will be held strictly responsible that sirdars and others working under them make no deductions from the pay of workpeople on account of loans or for other private purposes.

CHAPTER III.

MUSTERING.

Mustering officer.

36. A permanent Factory assistant (generally the most junior) will be told off as mustering officer.

Mustering hours.

37. The hour for musters will correspond with the ringing of the bell for the opening of the Factory.

Mustering.

38. The workpeople will be collected in the shed on the south side of the Factory, close to the main gate, and arranged by the sirdars of the godowns or departments to which they belong in lines two deep for facility of enumeration.

Mustering officer to be guided by indents.

39. The mustering officer will be guided as to the number of coolies, &c., of each department to be admitted into the Factory by the sanctioned indent slips (*vide* Rule 10).

Muster-roll.

40. The sirdar having ascertained that each person of his department has a metal ticket, the mustering officer will count the workpeople, examine their tickets, enter the number present in the muster-roll (Factory Form No. 12), and pass them in through the main gate, each person showing his ticket to the sentry, who will not allow any one to pass without one. Those working in the Leaf, Trash, Laboratory Departments, and Stores will be passed on there. The officer in charge of the Abkari Department will muster his own establishment.

Late arrivals.

41. When all have passed in, there will be a second muster of late arrivals, whose names will be taken by the sirdars of their respective departments, initialled by the mustering officer as correct, and submitted by him to the assistant who keeps the attendance roll of the department to which the person belongs, to be entered therein for a fine of 3 pies each person.

Filling up of vacancies.

42. Finally, the mustering officer will proceed to fill up vacancies in the several departments with the help of their respective assistants or sirdars (who will distribute metal tickets), observing the routine laid down in Rule 14.

Muster inside the Factory.

43. When the workpeople arrive at their respective departments the assistants in charge will again muster them and enter their names in their attendance roll before commencement of work. Each cooly's name will be called out, and the assistants will see that the person answering is really the one whose name is on the list by comparing the number on his ticket.

The sirdars will keep up similar rolls in Hindi. Copying of the English roll from the Hindi or at the dictation of the sirdar is strictly prohibited.

The assistants and sirdars will then enter at the foot of the day's column the total number of people present, and initial it. The totals

of the two rolls should tally with each other and with that of the day's Factory muster-roll.

Fines for losing tickets.

44. The following deductions will be made by each assistant from the pay of those who lose their tickets:—

Ordinary tin tickets	...	One anna each.
Well-finished „	...	Four annas „

Muster to be taken before closing.

45. When the closing bell rings godowns will be locked up, and assistants will count the people working under them. Should any one be found missing, a report must be submitted at once, giving the number and name of the person.

Exit of workpeople.

46. The workpeople of each department will then be taken to the exit gate by one or more sirdars, who will be held responsible that they are passed out in an orderly manner, and that the people under their charge are not brought up to the gate while those of another department are being passed out. The mustering officer will be present to check the number passing out, and should report any discrepancy that occurs.

Circulation of muster-roll.

47. When the mustering officer has filled up the roll, he will circulate it among the Factory assistants, each of whom will certify, by his initials against his department on the margin of the document, that the number of men, women, or boys entered therein as working under him is correct, and will pass on the roll without delay to the next assistant.

The Assistant Factory Superintendent to distribute malkhana, caking, and packing muster-rolls to assistants.

48. The Assistant Factory Superintendent will allot the attendance rolls of the workpeople of the various departments and sections directly under him (malkhana, caking, and packing) to the assistants, permanent and temporary, employed therein.

Muster-roll to be sent to the office.

49. The muster-roll will finally be submitted (through the Assistant Factory Superintendent, who will initial the figures of his departments) so as to reach the office of the Factory Superintendent not later than 2 P.M., where it will be initialled by that officer and filed for the purpose of checking attendance rolls and pay bills by the Head Clerk.

Inspection of muster-rolls.

50. The Factory and Assistant Factory Superintendents will occasionally and without warning inspect the different attendance rolls.

The latter officer will also inspect and initial the attendance rolls of each of the departments directly under him about once a week.

CHAPTER IV.

SEARCH AND LOCKING UP.

Admittance to the Factory.

51. Admittance to the Opium Factory is strictly prohibited except to those working there or having business to transact with the Factory Superintendent, and to those who have his permission or that of the Opium Agent to view the place.

Persons exempted from search.

52. All persons leaving the Factory will be searched, with the following exceptions:—

(*a*) Gazetted officers.
(*b*) Persons who have the permission of the Agent or the Factory Superintendent to visit the place.
(*c*) Superior non-gazetted officers.

Persons exempted from search.

53. The following officials are also exempted from search at the will of the Opium Agent or Factory Superintendent:—

(*a*) Clerks and muharrirs of the various offices working within the Factory.
(*b*) The treasurer.
(*c*) The head sirdar.
(*d*) The two permanent parakhias.
(*e*) The dispensary compounder or native doctor.

Gates open during working hours.

54. The following gates, main, laboratory, east, north (except during packing) and those leading into the leaf and trash compounds, will be kept open for the ingress and egress of the employés. The mustering and Sunderbun gates will be kept locked unless for special reasons the Factory Superintendent orders them to be opened, at which time a constable of the guard must be present.

In-and-out pass.

55. An in-and-out pass is one which enables its wearer to pass in and out of the Factory when he pleases. It is of metal, octagonal in shape, and well finished. Only a fixed number will be struck, and they will be kept with the Store-keeper and issued on indent to assistants (two to each), one for the errand boy, and one for general use, which will be kept under lock and key when not required.

Search of employés.

56. Employés (with the exception of those mentioned in Rules 52 and 53) will only be allowed to pass in and out of the Factory when provided with the pass. This applies to those passing through the gate leading into the leaf compound, where they will also be searched.

A certain number of special in-and-out passes will be issued during import and packing for coolies carrying jars, chests, &c.

Police present during exit of workpeople.

57. At the hours when workpeople are leaving the Factory in large numbers, *e.g.*, at 4 P.M., when the Factory is closing, and at 9 A.M. or breakfast time, during the manufacturing season, there will be at the main gate for supervision of search—

(*a*) One Inspector or Sub-Inspector of Police.
(*b*) Two head constables.
(*c*) Thirteen constables.

Mode of search.

58. The following mode of search will be employed:—

(*a*) All puggrees, caps and dhotis will be opened out and shaken.
(*b*) The armpits will be carefully noticed, the men being made to keep their arms away from their sides.
(*c*) Shoes should be removed and examined.
(*d*) Should any part of a workman's person present a suspicious appearance, it should be examined in the presence of the mustering and search officers.

Searching of women.

59. Before leaving the Factory, women working in the Trash Department will be searched by the matin behind a screen, but not in an enclosed space.

Government property found on workpeople.

60. Whenever opium or any other substance supposed to be Government property is found on the person of any one leaving the Factory, for which he cannot show a duly signed pass, he will be detained by the guard and the matter will at once be reported to the Factory Superintendent for orders.

Detention of officials included in paragraph 53

61. Should the officer in charge of the search party suspect any employé mentioned in Rule 53 of having opium or other Factory property in his possession, he will detain him and report at once his grounds of suspicion to the Factory Superintendent, who will have the man searched in his presence if he thinks it necessary.

Search not to be offensive.

62. The senior police officer and the assistant on duty at the gate are responsible that the search is conducted thoroughly, but in such a manner as not to offend the susceptibilities or prejudices of the workpeople.

Removal of refuse.

63. All baskets of sweepings, tickrees from lewakhana, broken cups, &c., will be removed from the Factory by the north gate (main gate during packing) at 2-30 P.M. daily in charge of a sirdar from each department, and emptied out and searched in the presence of a head-constable and one cake godown assistant.

Cooly mates.

64. At the exit gates of cake godowns, the malkhana, lewakhana, and abkari department the assistant in charge will station cooly mates, whose duty will be to search all coolies passing out during working hours, and to stop any

who have not his permission. He will daily write up a list of mates and their stations.

If in the search opium is found on the person of anyone working in any of the above departments, cooly mates of the same will be answerable.

Main entrances.

65. The main entrance of all buildings in which opium in any state is stored will be fastened on the outside with two Chubbs' padlocks, one of which will be marked A and the other B, and underneath the letters will be written the number of the godown or department to which they belong: thus for No. 1 cake godown $\frac{A}{1}$, $\frac{B}{1}$; malkhana $\frac{A}{M}$, $\frac{B}{M}$; abkari $\frac{A}{Ab}$, $\frac{B}{Ab}$.

Keys of Chubbs' locks.

66. For the A locks there will be two keys: one to remain with the assistant in charge of the department, the other in the Factory Superintendent's key box. For the B locks there will also be two keys: one to be kept by the sirdar of the godown, the other* by the Factory turnkey.

Iron padlocks.

67. All other doors and openings, such as windows and skylights, will be secured from inside with ordinary iron padlocks of similar construction, so that all may be opened by one key.

The store-keeper will issue the locks in sets, and they with their keys will bear a distinctive mark. Only when the number in a set is deficient will those of another be issued. All the inside locks would thus be opened by one or at most two keys.

Key boxes.

68. All keys, with the exception of those mentioned in Rule 66, will be in charge of the turnkey, who will lock and unlock buildings with his own hand, and lodge any keys not required in the key box near the Treasury guard. At the close of the day's work the head-constable on duty will lodge all keys at the Factory Superintendent's house.

Duty of guard.

69. The guard on duty at the Treasury and main gate will be held responsible that neither the keys of the Factory nor those of the key boxes near the Treasury guard are taken outside the Factory by the turnkey.

Locking main entrances.

70. When cake godowns and other departments are being closed, the assistant in charge will, in company of a sirdar, examine all inside locks and satisfy himself that they are securely fastened before he locks the main entrance. In the malkhana and caking room, where cakes or chests are stored, this routine will be observed by the Assistant Factory Superintendent or assistant in charge, accompanied by a permanent sirdar.

Locking of main entrances.

71. The main entrance of buildings containing opium and stores must be opened and closed by the assistants in charge. In no case are they to delegate this duty to their sirdars. In case of sickness the key will be sent under a sealed cover to the Assistant Factory Superintendent, who will make the necessary arrangements.

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* As the keys of the A locks will not open the B locks, this arrangement will prevent the buildings being opened without the presence of an officer and a native subordinate. Further, the Factory Superintendent and the turnkey, both being on the spot, can open any building at any time in case of accidents.

Search officer's duties.

72. When the Factory is closed for the day, an assistant (search officer), accompanied by the Inspector, Sub-Inspector, or head-constable and 13 constables, will—

(1) examine outside locks of godowns and departments ;
(2) see that no workpeople are left inside or on the roofs ;
(3) remove any ladders found ;
(4) sign the search book (Factory Form No. 13) and mention any irregularities.

Locking up report

73. The senior officer of the search guard will report personally morning and evening at the Factory Superintendent's bungalow that the Factory has been respectively opened and locked and that everything is right or otherwise.

CHAPTER V.

LEAVES.

Annual indent for leaves.

74. The Factory Superintendent will submit annually to the Opium Agent by the 25th July an indent for leaves* required for the ensuing year, in framing which the following points will be considered:—

(1) The extent of provision manufacture prescribed by Government for the season for which the leaves are required.

(2) The stock likely to remain in hand after the current season's operations.

(3) The maintaining of a reserve equal to the requirements of half an ordinary season. He will further suggest in his covering memorandum the allotments to the several divisions, based on the quantity and quality of the deliveries of past years.

Leaf weighment officers.

75. Before leaves begin to arrive, the Factory Superintendent will appoint one or more assistants, permanent or temporary, to be called leaf weighment officers, and will provide each with the following establishment:—

One muharrir,
One weighman,
One parakhia† (opium when available),

and the necessary staff of coolies.

All the operations connected with the receipt and storage of leaves will be immediately superintended by the Assistant Factory Superintendent.

Leaf chalans.

76. Leaves will be forwarded to the Factory packed in baskets containing 20 seers and despatched in chalans of 200 (serially numbered from 1 upward for each kothi), unless it be the last. They will be accompanied by a zilladar or burkundaz. Simultaneously with its despatch the chalan register (Opium Form No. 100) in English and vernacular will be forwarded by post by the despatching officer to the Factory Superintendent, with the results of the district classification and weighment duly filled in. This will be made over to the leaf assistant by the Head Clerk and a receipt taken.

Stacking of leaf baskets.

77. On the arrival of a chalan of leaves the baskets will be arranged in stacks (of not more than six tiers each) in the godown or other place appointed for their reception, class by class, in front of signal board bearing the name of the Sub-Agency to which they belong.

* These are discs made from the petals of the poppy flower, which are made to adhere by heating over hot plates.

† Selected permanent sirdars may be employed when required.

Leaf import register.

78. The baskets will then be counted by the leaf assistant, who will note in his daily import register (Factory Form No. 14) the name of the Sub-Agency from which they have come, the number of the chalan, the total number of baskets, the condition of the leaves (whether wet, dry, or broken), and the quality of the packing.

Weighment of chalans.

79. Each chalan will be weighed off in the order of, and as soon as possible after, its arrival at the Factory.

Each morning before work begins the scales and weights to be used will be tested by the head weighman in the presence of the weighing assistants, and the chalans will then be weighed, basket by basket, and class by class, according to the District Officer's* classification. As chalans are weighed off, the zilladars or burkundazes in charge will be given a receipt (Factory Form No. 15) and allowed to go.

Parakh of leaves.

80. As the weight of each basket is called out, the parakhia will open out the leaves and search them for foreign substances, satisfying himself that they are sound and not damp, mildewed, or grub-eaten, and that none of a previous year's manufacture have been included.

The weighing assistant, already furnished with specimen leaves for his guidance, having then satisfied himself that the quality agrees generally with the District Officer's classification, will enter the weight in column 6 and the increase or decrease on district weighments in column 7 or 8 of the chalan register.

Discrepancy in weight.

81. Leaves will be paid for as a rule according to the District Officer's classification and weighment. Should, however, the discrepancy between the Factory and the district weighment be of so glaring a nature as to indicate fraud or gross carelessness, a note of the fact will be made against the basket in the remark column of the chalan register, and a slip placed in the basket, which will be deposited for the inspection of the Factory Superintendent, who will report the matter to the Agent, who will decide, after inquiry, the rate at which payment is to be made to the cultivators.

Discrepancy in classification.

82. Should any considerable portion of the leaves in a basket be found to be of different class to that assigned by the District Officer, a note of the fact will be made by the weighment officer and be placed in the basket, which he will set aside for the inspection and orders of the Assistant Factory Superintendent, who will determine the class to be entered in the chalan register, and will note briefly the circumstances of the case in the column of remarks (reporting, if necessary, to the Factory Superintendent). The remarks will be copied in the office into the vernacular copy of the chalan register for the District Officer's information.

* By the term "District Officer" is to be understood (throughout the Code) the officer in charge of a Sub-Agency.

83. At the end of the day's weighments the Leaf Assistant will take charge of the chalan registers from the weighing officers and forward them to the Factory Superintendent's office, taking a receipt from the Head Clerk in Factory Form No. 16.

Disposal of chalan register.

84. The Head Clerk, having entered them in his "daily register of leaf chalans" (Factory Form No. 17), will distribute the English and vernacular copies to the clerks and muharrirs, respectively, who will compare the entries in both, check the entries showing increase or decrease in the weight of leaves, add the totals of columns, fill in the net factory weight of leaves, and calculate the value (on the district weighment and classification).

Check of leaf chalan registers.

85. Every increase above 5 per cent. over district weighment will be entered in an objection statement (Factory Form No. 18), but may be passed in full by the Factory Superintendent.

Increases and decreases.

Similarly, every decrease above 5 per cent., but which (1) is below 10 per cent. and (2) does not affect a greater number of baskets than 10 in each chalan, will also be entered in Factory Form No. 18 and passed at the district weight.

Where the decreases exceed these limits they will be disallowed, and the District Officer's explanation called for and submitted for the orders of the Opium Agent before the value is calculated.

86. Both the English and vernacular copies of chalan registers will be signed by the clerk and muharrir, who complete them in token of their having checked and compared them together, and will then be made over to the Head Clerk, who will enter the details of the calculations and totals in the "detailed kothiwari register of leaves" (Factory Form No. 19), and will compare the gross totals with the figures entered in the "daily register of leaf chalans."

Check of registers.

87. The Head Clerk will then examine the English and vernacular copies of chalan registers, check 5 per cent. at least of them and all the gross valuation calculations, sign them, and submit them to the Factory Superintendent for signature, after which they will be forwarded to the Opium Agent.

Final disposal of leaf chalan register.

88. The Head Clerk will also submit daily a memorandum (Factory Form No. 20), showing the net factory weight of leaves received, to the Factory Superintendent for signature, and will then forward it to the Leaf Assistant, who will enter in the receipt side of his stock book (Factory Form No. 21) the quantity shown therein.

Memorandum of leaves received.

The memorandum will be returned with the Leaf Assistant's signature, and will be filed for record in the office.

89. The baskets, having been classified and weighed, will be removed, class by class, to a place appointed by the Factory Superintendent, where the leaves will be carefully sorted by cake-makers specially selected by the Assistant Factory Superintendent.

Sorting of leaves.

Those that are mildewed or grub-eaten will be rejected as useless,* and will be set aside for sale by auction. Damp leaves will be exposed to the sun, and when thoroughly dry will be sorted for use in cake-making.

Classes of leaves.

90. The sound leaves will be divided into five classes—

(1) Chandi, which are thin, smooth, light in colour, edges not turned down, and not less than 7 inches in diameter.
(2) First class, of good quality, though not so fine as preceding, and of smaller size.
(3) Second class (dawan), somewhat thicker, of less even texture and darker colour, but of about same size as first class.
(4) Third class (gata), strong, thick leaves, rough, of darker colour than preceding, and measuring 5 to 8 inches in diameter.
(5) Fourth class, small, thick, of inferior quality, and only to be used if there is nothing better available.

Turning of leaves.

91. As soon as the leaves have been sorted they will be carried to the leaf godown to be arranged there, class by class, on narkat mats spread upon the racks, where they will (except during the prevalence of the hot westerly winds, when the leaves are very brittle and should be handled as little as possible) be periodically turned by boys engaged for the purpose Grub-eaten and mildewed leaves will be separated into two classes, viz., those which are partially injured, the affected portions of which will be torn off and rejected, the sound† parts being returned into store, and those which are unserviceable, which will be sold by auction.

Picking and overhauling of leaves.

92. After the caking is over, and as soon as there is a convenient break in the rains, the whole of the surplus leaves will be brought down, class by class, from their racks, and will be carefully picked, leaf by leaf, by hand. If the storage accommodation is good, it will probably be unnecessary in ordinary years to repeat this operation more than once after the packing is over. Should, however, grubs be plentiful, or should the storage accommodation be inferior, the leaves must be thoroughly overhauled and picked more frequently. In this matter the Factory Superintendent must be guided by the circumstances of the season and the general condition of the leaves.

Choor.

93. Daily after sorting the Leaf Assistant will have all the broken and useless pieces weighed in his presence and put aside for subsequent sale by auction. He will enter the amount in a register (Factory Form No. 22), which will be inspected daily by the Assistant Factory Superintendent to see if the wastage is regularly recorded, and to control it if too great.

Issue of leaves.

94. The leaf officer will issue leaves to assistants requiring them on indents only (Factory Forms Nos. 23 and 24), which have been countersigned by the Factory

* Leaves which are only partially mildewed or grub-eaten will have the affected portions torn off and rejected. The sound portions will be exposed to the sun, and will then be separately sorted for use as "chits" and "kammerbund" pieces in cake-making.

† These pieces, if sufficiently thin, may be subsequently issued for petty repairs.

Superintendent. These he will retain and file as vouchers and as a check on his stock book.

Leaves will be issued for—

(1) The manufacture of cakes.
(2) Suttai, general repairs, and kussai of cakes.
(3) Petty repairs* of cakes.

Proportion of leaves to be used for bhagas.

95. Bhagas will be composed of old and new leaves, the proportion of each being determined by the Factory Superintendent at the commencement of the caking season (after considering the probable outturn of the season's provision opium), and fixed so as just to exhaust the old stock by the end of manufacture. Of the new leaves, as far as possible, an equal quantity should be used from each class (1st, 2nd, and 3rd).

Leaf assay.

96. As 5¼ chittacks of dry leaf will be allowed for each bhaga for the construction of the shell of cake, and as the weight of the leaves varies from day to day, according to the amount of moisture they contain (which depends on the dampness of the atmosphere), it is necessary to ascertain each day the extra weight of leaf, if any, to be added. The Leaf Assistant will therefore send daily at noon 6 seers of—

(*a*) new leaves, and
(*b*) old leaves, the surplus of the preceding season,

to the laboratory.

Compensation.

97. The Assistant Opium Examiner (or the Laboratory Superintendent, as the Factory Superintendent may direct) will then cause 5 seers of each kind of leaf (new and old) to be accurately weighed out, dried on the steam table, and reweighed in his presence. The loss in weight between these two weighments, minus an allowance of 5 per cent. (= 4 chittacks in 5 seers) for the normal moisture of the leaves, will represent the total compensation (weight) to be added for 5 seers. He will then calculate the compensation (in grains) to be allowed to each bhaga in respect of (*a*) old and (*b*) new leaves, the entire compensation to be added in new leaves.

Leaf assay certificate.

98. He will then enter the results of his weighments and compensation per bhaga in Factory Form No. 25, and having obtained the signatures of the Factory and Assistant Factory Superintendents thereto, will forward the duplicate copy to the Leaf Assistant, who will file it, and this will be his authority for the issue of extra leaf as compensation on the day following. The extra weights added on this account will be in the shape of small metal tickets (stamped with the number of grains it represents) and be obtained by indent from the store-keeper before the commencement of manufacture.

Preparation of bhagas.

99. On receipt of the leaf assay and indent from the Assistant Factory Superintendent, the Leaf Assistant will have the bhagas prepared for the day following. Scales will be arranged in the south verandah of No. 5 cake

* All repairs of cakes other than those at the time of suttai are known as petty repairs.

godown. To each there will be one weighman, provided with two weights and the compensation ticket. The weight for old leaves will be put on the scale, and they will be weighed. This will then be removed and replaced by the 5¼ chittacks weight, plus the compensation tickets and the full weight made up with new leaves. The weighman will select his leaves as well as he can, rejecting any grub-eaten ones, and will hand them after weighment to a boy, who will tie them up and throw the packet into the rack immediately behind the scale.

Check of bhagas made.

100. One additional scale will be worked as a test scale, the bhagas of each of the other scales being weighed off in groups of five at a time before being deposited in the portion of the godown allotted to them.

The Leaf Assistant, with two sirdars, will daily check, weigh, open out, and examine not less than ¼ per cent. of the bhagas at each scale, to see that they contain the proper proportion of old and new leaves and that the quality is good. The Factory Superintendent occasionally, and the Assistant Factory Superintendent daily, will inspect the work, examine, and check-weigh bhagas.

Damping of bhagas.

101. From the scales the bhagas will be carried in baskets to the dripping shed south of No. V godown, where they will be stacked on end, closely packed together in a single tier on a bamboo jaffry rack, and will be watered by a watering can fitted with an ordinary rose on the afternoon before they are required for caking. The Leaf Assistant will supervise this work and regulate, under the orders of the Assistant Factory Superintendent, the supply of water, which will vary according to the state of the atmosphere.

Leaf for suttai.

102. At suttai 1·75 kutchas of chandi leaf will be allowed for each cake, plus the necessary compensation allowance—*vide* Rules 97 and 98.

The leaves will be weighed off daily in small parcels, each containing enough for 10 cakes. The parcels will be tied up in bundles of 5, being separated from each other by cross slips of bamboo.

Each day when suttai is over the cake-makers engaged in it will be employed to open out the bundles and hand-sprinkle each leaf with water under the supervision of an assistant told off by the Assistant Factory Superintendent.

When the weather is very wet the leaves will not be damped until the morning of the day on which they are required for use.

General repairs.

103. For (*a*) general repairs and (*b*) kussai (at the time of suttai) as much leaf of each class will be issued as may be required, an account being kept of the quantity issued for each purpose daily. Similarly, for "petty repairs," issues will be made whenever leaves are required—*vide* Rule 94.

Record of leaves expended.

104. During manufacture and suttai the Assistant Factory Superintendent will intimate the number of bhagas left over after caking to the Leaf Assistant. These, together with the expenditure in suttai, he will enter in Factory Forms Nos. 26 and 27, as well as the choor received back from the caking room after weighing it. From these

two forms, the leaf indents and leaf assay, he will at the close of the day's work write up his stock book.

Stock-taking.

105. Before the new season's leaf begins to come in, an assistant will take stock of the entire quantity of leaves in store, each class being weighed separately and the amounts entered in a register (Factory Form No. 28). The result will be reported to the Agent, who, if he is satisfied therewith, will direct the adjustment of the stock book.

CHAPTER VI.

TRASH.

Consignments of trash.

106. Consignments of trash made by District Officers must reach the Factory as soon after the 1st of April as possible, and not later than 15th May, so that the entire indent* may be weighed and stored by the 1st of June before the rains set in.

Each chalan will be accompanied by a zilladar or burkundaz of the despatching kothi, who is responsible for its safety, and on arrival at the Factory will immediately inform the Trash Assistant and make it over to him.

Trash bags to be kept under shelter.

107. Simultaneously with its despatch the District Officer will forward two copies (English and vernacular) of a chalan (Opium Form No. 105) to the Factory Superintendent. On receipt of a chalan the Trash Assistant will enter it in the trash import register (Factory Form No. 29), and will at once cause the bags to be placed under shelter pending weighment

A tally of bags arriving by boat will be kept by a muharrir.

Trash weighment officer.

108. Before delivery at the Factory begins, the Factory Superintendent will appoint one or more assistants (permanent or temporary) called trash weighment officers.

Each will be provided with the following establishment :—

One muharrir.
One weighman.
Two sirdars.
As many coolies as may be necessary.

Trash will be weighed as soon as possible after its arrival and in the presence of the person in charge.

Mode of weighing trash.

109. The trash will be weighed bag by bag. As a counterpoise, an empty bag of the same size and make as the bags containing the consignment will be placed upon the weight pan of the scale. As each bag is weighed, the weighment officer will satisfy himself that the beam is properly adjusted, and that the weight called by the weighman is correct. He will enter the weight in the chalan register, the muharrir making a similar entry in the vernacular copy. When the weighment of a chalan is over, a receipt (Factory Form No. 30) will be given to the zilladar for the number of bags delivered by him.

* Instructions for indenting on District Officers for trash are precisely the same as those laid down in Rule 74 for leaves.

Extraction of foreign matter.

110. As the weighment proceeds, the weighment officer will take out at random from each consignment not less than 5* per cent. of the bags. These will be emptied out, bag by bag, and any foreign matter† will be separated from the trash by women by means of "soops" in the presence of the weighment officer, and under the supervision of one of his sirdars. The foreign matter found in the selected bags of each consignment will be separately weighed by the weighment officer, who will enter both the weight of the foreign matter and the serial number, and weight of the sample bag of trash in which it is found, in Memorandum A at the foot of the chalan register. The average weight of the foreign matter found in the bags will be taken to be the weight of the foreign matter present in each bag of the chalan, which, when it amounts to 4 seers per maund or under, will be allowed to pass without deduction.

Foreign matter register.

111. The foreign matter taken from the selected bags of each consignment will be tied up in a bag bearing a distinguishing number, which the weighing officer will enter in Memorandum A, and will be kept under lock and key by the Trash Assistant until intimation is received that the trash payments have been completed, when it will be disposed of as the Factory Superintendent directs.

The Trash Assistant will enter all such bags in Factory Form No. 31, showing the weight of foreign matter, the number and weight of the bags from which it was taken, and the number and date of the consignment to which they belong.

Storing of trash.

112. As each bag leaves the scales its contents will be emptied out and examined by a sirdar, who, if he finds it in sound condition, will have it conveyed into the godown in baskets, and there stored on a bedding (not less than 18 inches thick) of the refuse siftings obtained from the trash cleaned from the previous season's packing covered with a narkat matting. If any of it is found to be unfit for use, it will be separately weighed by the weighment officer, who will enter the amount in Memorandum B at the foot of the chalan register and make a note in the remark column of the foreign matter register (Factory Form No. 31). It will then be set aside for the inspection of the Factory Superintendent and sold by auction, the sanction of the Opium Agent being first obtained if the quantity be large.

Disposal of trash chalan registers.

113. At the close of the day's work the weighment officer will sign both the English and vernacular chalan registers and make them over to the Trash Assistant, who will forward them to the office, taking an acknowledgment for them in a receipt book (Factory Form No. 16). The Head Clerk will enter them in his daily register of trash chalans (Factory Form No. 32) and distribute the English and vernacular copies to the clerks and muharrirs, respectively, who will enter the

* If more than one consignment has a broken multiple of twenty, and work is likely to be delayed, the 5 per cent. may be made up by calculating on the combined consignments so long as one or more bags are taken from each consignment.

† Foreign matter includes broken poppy-heads, as well as earth, stones, potsherds, &c.

weight of the trash received, the deductions to be made on account of rotten, damp, or mildewed trash or for foreign matter, and the net amount of good trash to be paid for, and will compare the figures of each copy with each other.

Detailed kothiwari register of trash.

114. They will then sign both the copies of the chalan register, in token of having checked and compared them together, and will make them over to the Head Clerk, who will have the details entered in the detailed kothiwari register (Factory Form No. 33), following the routine laid down for leaves—*vide* Rules 86 and 87.

He will submit daily during the receipt of trash a memorandum (Factory Form No. 20) showing the gross amount received into the Factory to the Factory Superintendent, who will countersign and forward it to the Trash Assistant, who will credit the amount in his account of uncleaned trash in his stock book (Factory Form No. 34), and return it after signature for record in the office.

Leakage.

115. Each day during the rainy season, and at other seasons of the year whenever rain has fallen, the trash godowns will be carefully examined by the trash sirdar, assisted by special beldars, so that any leakage may be at once detected. Where the godowns are tile-roofed, and are thus peculiarly liable to leakage, iron rods will, as an additional precaution, be thrust into the heart of the stacks through holes in the wall of the godown, at a convenient height from the ground. These rods will be drawn (daily during the rains, and at other seasons after rain has fallen) and will be handled throughout their entire length by the Trash Assistant.

Should any sign of heating or leakage be detected, he will immediately report the matter in writing to the Factory Superintendent (through the Assistant Factory Superintendent), who will have the godown examined, the damp trash removed, and the necessary repairs at once effected.

Cleaning of trash.

116. Issues of trash will be made on Factory Form No. 35, the routine being similar to that for leaves—*vide* Rule 94. Cleaning of trash for packing will be commenced about ten days before it is required for use, but must be discontinued in damp or cloudy weather and until three clear days after a fall of rain. It will first be passed through sieves of $\frac{1}{4}$ inch meshes to remove grosser foreign matter, clay, poppy capsules, and stalks, and measured in boxes, a sirdar keeping a tally of the quantity sifted by each sieve, which should be 40 maunds daily. Finally it will be winnowed by a blast of air from an ordinary thermantidote, put into bags, and stored in a godown until required, and the refuse sold by auction. No damp, mildewed, or musty trash must on any account be taken to the sieves.

Fine trash.

117. From cleaned trash a finer description will be prepared for use in caking, suttai, and petty repairs by passing it through sieves with $\frac{1}{8}$ inch meshes. The quantity remaining will be returned to store and the siftings cleared from dust and earthy matter by being thrown on a sieve of $\frac{1}{40}$ inch meshes. Whatever passes through this sieve will be rejected, and the trash remaining on the sieve will be issued for use.

Annual stock-taking of trash.

118. As from the large bulk of the prescribed reserve of at least half a season's requirements being always in hand it is not possible to take stock by weighment, an estimate of the quantity in hand will be made from the known approximate holding capacity of the godowns and submitted to the Agent yearly before the 31st of March.

CHAPTER VII.

RECEIPT AND WEIGHMENT OF OPIUM CHALANS.

Opium jars and pots.

119. Opium will be forwarded to the Factory in jars and pots, packed in baskets, and serially numbered from 1 upwards for each kothi, each jar containing one maund. Before the arrival of the first chalan at the Factory the Agent will inspect the weights and scales, and will satisfy himself that they are in good order and correct; timely notice that they are ready for his inspection being sent to him by the Superintendent. The Agent will report the result of his inspection to the Board.

Each chalan will consist of 100 jars, unless it be the last chalan of a kothi, and will be accompanied to the Factory by one or more zilladars, who will be responsible for its safe delivery and will remain until the chalan has been parakhed. Simultaneously with its despatch the District Officer will forward to the Factory Superintendent the English and vernacular copies of the chalan registers and other papers.

Despatch of inferior opium.

120. Opium of the following kinds, viz., inferior assamiwar, suspected, and burnt, as well as pussewa and kuffa, will be forwarded to the sudder Factory at the same time as the good opium of the chalan. The accumulations of scrapings and dhoi will not be forwarded till after the conclusion of the weighments of each kothi.

Loading of jars at Patna station.

121. On arrival of the jars at the station they will be received and loaded under the supervision of a temporary assistant, who will count the jars in each chalan, note the number broken, and make the necessary entries in Factory Form No. 36.

Import Officer.

122. On arrival of the chalan registers the Head Clerk will forward them to the Import Officer (taking his receipt for them). He will be an officer of the permanent staff, appointed to receive all opium chalans, for which he will be responsible until the opium passes into the malkhana and he receives an acquittance from the officer in charge. He will have a temporary assistant under him.

Examination of opium jars and pots on arrival.

123. On the arrival of a chalan the Import Officer or his assistant will have the jars taken inside the Factory and deposited in the place directed by the Factory Superintendent, and carefully examine the packing seals and covers of all sound jars,* and satisfy himself that they have not been tampered with, entering the numbers of jars and pots received in his register (Factory Form No. 37). He will then enter the quality of the material (jars, baskets, &c.) and of the packing of chalans from each subdivision in a register (Factory Form No. 38).

* Seals of baskets containing pots should be broken in the presence of the zilladar in charge, and the pots carefully counted before delivery is taken.

124. After this he will cause the broken jars and pots to be separated from the sound ones, weigh and enter them in a register (Factory Form No. 39), noting as regards each whether its contents have been left in the original jar or been placed in another. He will examine the zilladar as to the circumstances of the breakage and reduce the man's statement to writing, making a brief note of this in the register.

Broken jars.

125. Should it be impossible from the nature of the breakage, or the escape of opium, to weigh the jar or pot with its contents separately from the straw or basket, the gross weight of jar, basket and straw will be ascertained.

Weighment of broken jars.

By deducting from this the weight of the basket with straw (which is the average weight of six baskets with their straw of the same chalan) the weight of the jar and contents* will be approximately arrived at, and entered in Factory Form No. 39. This will show whether any opium has been abstracted, or lost, from a broken jar before it reaches the Factory.

126. The Factory Superintendent will fix the date for the weighing of chalans preparatory to parakh, and will communicate his orders to the Import Officer, who will submit an indent countersigned by the Factory Superintendent on the Store Department for tripods, scales, and weights. He will also indent for the necessary establishment, viz —

Indent for scales, &c.

One muharrir,
One weighman,
As many coolies as may be necessary,

and have everything ready by the date fixed

127. Two extra assistants on Rs. 150 per mensem will be appointed temporarily, who will be called weighing officers. Each day before beginning work they will carefully examine the beams, scales, and weights, comparing the latter one by one with the spare set kept under lock and key by the Import Officer, and will report at once to the Factory Superintendent any shortcomings found.

Weighing officers.

128. Every morning the Import Officer will hand over to the weighing officers the tare register of jars, as well as the registers and abstracts of the chalans each officer is to weigh. The latter will be weighed off in the order of their arrival at the Factory, but it rests with the Factory Superintendent to alter this arrangement when necessary,† and at the commencement of the season the first chalans of all Sub-Agencies will be weighed first and in order of arrival, so that each District Officer may receive early intimation of the results of his classification.

Order of weighment.

129. Jars received slightly wet will not be brought to the scale until thoroughly dry, and the Import Officer will invariably make a note against them in the last column of the chalan register before making them over for weighment.

Wet jars.

* These results will be entered in Factory Form No. 40.

† Difficulties regarding accommodation or the consistence requirements for caking may render this necessary.

Badly* wetted jars should at once be opened (the water they may contain being drained off and sent to the lewakhana) and weighed. If found to be too heavy they will be given an average weight as in the case of broken jars—*vide* Rule 187. They will then be parakhed at once and disposed of.

Seals and covers of jars.

130. The weighing officer will weigh off the chalans, jar by jar, and should he notice that the fastenings of the covers have been insecurely or improperly made or appear to have been tampered with, he will immediately report the matter to the Factory Superintendent. He will also take care that the jars are not roughly handled by the coolies, who will carry each jar to the scales in its basket; it will then be removed from the basket and placed upon a soft pad, where it will be dusted before being lifted on to the scale.

Weighment of jars.

131. The weighing officer will see that each jar is weighed with an even beam, that the weights are all on one side of the scales, and that the weighman's hands and feet are clear of the scale pans. The weighman will call out the weight, and will chalk it in Hindi figures on the jar, and the weighing officer will at the same time enter in column 6 of the chalan register the weight of the jar, and in columns 7 and 8 any increase or decrease as compared with the district weighment as given in column 5, the muharrir making corresponding entries in the vernacular copy of the register. The jar will then be carefully replaced in its basket.

Discrepancies.

132. Discrepancy jars are those which show any increase over district weight, or a decrease in excess of one seer. The weighing officer will enter the weight of such jars, in the tabular statement on the first page of the chalan register, having first compared the district tare weight of the jars as entered in column 3 of the chalan register with the corresponding figures in the tare register of jars (Opium Form No. 64) and on the jar.† He will note any discrepancy on the tare register and write "Compared" in the remark column of the chalan register.

Discrepancy register.

133. The Import Officer will then, if he is unable to explain the cause of the discrepancy by comparing the marks on the jars with the entries in the chalan and tare registers, have the opium carefully removed and placed in tagars, and will weigh—

(1) the opium, (2) the jar and its cover,

in order to ascertain whether the error is in the weight of the jar, or opium, as recorded by the District Officer. These weights will be entered in the discrepancy register (Factory Form No. 41), which will be submitted daily to the Factory Superintendent, and a note of the result will be made in the chalan register. The weighment of these jars will be inspected occasionally by the Factory Superintendent and daily by the Assistant Factory Superintendent.

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* It will not be found necessary to send all badly wetted jars to lewa. It is often possible in the case of high opium to remove the damaged portions and send the remainder to the malkhana.

† This should also be done in case of any marked exception from the general decrease in the weight of the rest of the jars in the chalan of the same class.

The tagars containing opium will be ticketed with the number and class of the jar to which it belongs, and be set out for parakh with the other jars of the chalan.

Test weighment.

134. The Assistant Factory Superintendent will test weigh not less than 1 per cent. of the jars weighed by each weighing officer, to satisfy himself that the weighment is being conducted accurately, and he will initial each such test weighment in the chalan register.

Check weighment of empty jars.

135. During the progress of weighments the weighing officer will select at random 2 per cent. of the jars of each chalan, and have them marked distinctively and indelibly.

The Import Officer will then have them removed to the malkhana, where they will be scraped, their contents having been first emptied out.

The weighing officer will next check weigh them, entering the names of the subdivisions to which they belong, their numbers and tare weights, and the weight found by him, in a register (Factory Form No. 42). Should he find any unusual discrepancy between the factory and district weight of the jars, the matter will be reported to the Factory Superintendent.

Broken jars.

136. When a jar is broken in transit the weighing officer will enter the letters B. T.* opposite it in the remark column of the chalan register, and it will be dealt with as laid down in Rule 124.

Similarly, when a jar is broken at the Factory the letters B. F. will be written after it, but it will be passed at the district weight minus the average decrease found on weighment of the other jars of the same class of the same chalan. In both cases columns 6, 7 and 8 of the chalan register will be left blank.

Erasures.

137. No erasures are to be made in chalan registers by weighing officers, mistakes being nicely run through and the correct figures with initials superscribed.

At the close of the day's work the weighing officer will make over the chalan registers to the Import Officer, having entered in each the names of the muharrir and dandidar, and signed both the English and vernacular copies.

He will at the same time submit to the Factory Superintendent a brief note of the day's work, mentioning in it any points connected with the chalans weighed by him which he considers deserving of notice.

Weighment of pots.

138. The rules in this chapter refer primarily to the weighment of jars of good opium.

They, however, equally apply, *mutatis mutandis*, to the weighment of jars and pots of all other descriptions of opium. Small pots should be weighed on a scale of suitable size.

Laying out of jars and pots for parakh.

139. When the weighments are over, the Import Officer will have the good and inferior opium jars laid out, in the place directed, for parakh, and those of dhoi, Government khurchan and pussewa removed

* This he will learn from the Import Officer's broken jar register (Factory Form No. 39).

to the passage near the laboratory, where they will be arranged for parakh by a muharrir under his supervision.

Jars or pots of assamiwar, suspected, or burnt opium will be removed after weighment to the laboratory, a receipt for them being taken from the Assistant Opium Examiner in a book (Factory Form No. 43). The Import Officer will at the close of the day's work lock up the scales and weights and will write up the register showing the number of jars and pots received, weighed and parakhed up to date (Factory Form No. 44), and submit to the Factory Superintendent's office—

(1) the daily receipt register (Factory Form No. 45);
(2) the daily weighment register (Factory Form No. 46);
(3) the register of jars broken at the factory (Factory Form No. 47).

CHAPTER VIII.

PARAKH, TESTING AND ASSAY.

Laying out of jars for parakh.

140. The jars having been disposed of as directed by the Factory Superintendent (*vide* Rule 139) will be arranged for parakh by the Import Officer, in the same classes and order in which they have been entered in the abstract of the Chalan Register by the District Officer.

If, for want of room, the jars have to be left for the night in the open yard, they must be carefully protected by being covered with tarpaulins.

Parakh will be conducted by the Factory Superintendent, and by the Assistant Opium Examiner, should the Factory Superintendent see fit to associate him in the work. The words "Opium Examiner" as hereafter used in this chapter will denote either the Factory Superintendent or Assistant Opium Examiner.

Parakh paper.

141. The jars will only be opened in the presence of the Opium Examiner at the time of parakh, chalan by chalan. The covers and lids will be removed, the surface of the opium in each jar will be carefully wiped with a cloth, and all dust or mould removed, and any crust which may appear to be too dirty or lumpy, or of too high a consistence for provision opium, will be set aside in tagars marked L and deposited in the malkhana (lewa tank), after weighment. Each jar will then be searched by hand for potsherds or other foreign substances. The Opium Examiner with one of the permanent native parakhias will examine each chalan in its turn, jar by jar, in the order in which they are entered in the parakh paper* (Factory Form No. 48), *i.e.*, beginning with the highest class. Jars lying in the open will be parakhed first.

Parakh.

142. A numberer will call out the number of each jar in its turn, and two beldars will alternately thrust their hands into the opium, to the bottom of the jar, withdrawing a fair average sample,† and hand it to the parakhia.

He will spread it out on his left hand, estimating and calling out its class, which, if approved, will be chalked on the jar by the numberer, and entered in the parakh paper by the Opium Examiner, who will satisfy himself of its aroma, colour, and texture (rubbing it down on a plate if necessary). A piece, the size of a large walnut, will then be thrown by the parakhia on a tagar bearing a distinguishing mark, which will also be entered in the parakh paper.

Number of specimens.

143. In each tagar will be placed not more than twelve specimens taken from as many jars, all of which are adjudged by the Examiner to belong to the same class : a fresh tagar will then be brought into use. A fresh tagar will

* The parakh paper is a copy of the District Officer's abstract of Chalan Register. It is prepared in the Factory Superintendent's office, and a separate copy for each chalan to be parakhed will be forwarded each morning to the Opium Examiner.

† When the opium is of very high consistence, a sample may be withdrawn by a bamboo test rod.

also be brought into use as often as the examination of each new class of jars, as classified by the District Officer, is commenced, as well as with a new chalan. As each tagar has its proper number of specimens thrown into it, it will be placed in a box with duplicate keys, one of which will remain with the Examiner, and the other with a responsible officer in the laboratory. As soon as a box is full it will be locked and sent to the laboratory, and when the examination of the chalan is over the Examiner will initial and date the parakh paper and will enter upon it the name of the native parakhia, and will send it locked up in the last box of the chalan into the laboratory.

Abkari or lewa opium.

144. When the opium, in the opinion of the Examiner, should not be used for the central mass of the cakes, but is fit for abkari or lewa, the numberer will draw a chalk line round the neck of the jar and will write the letter A or L, as the case may be, after the class mark, the Examiner at the same time entering the same letter in the remark column of the parakh paper. Should the Examiner consider the opium in the jar, besides being set aside for abkari or lewa liable, also to a penalty* on account of the presence of some impurity, or of an undue quantity of pussewa, he will enter such penalty in the parakh paper, and if he has reason to think that a specimen of the jar, if thrown into the tagar containing good specimens of the class, would affect the assay of the tagar, he will send the specimens separately.

Penalty for impurity.

145. The penalty will be entered in kutchas which represent the amount of cutting per seer (64 kutchas), thus 8 kutchas equal a cutting of $\frac{1}{8}$, and 32 of $\frac{1}{2}$. When the cutting exceeds 8 kutchas, the jar will be put aside for the inspection of the Opium Agent, who will act in accordance with the orders laid down in Government letter No. 458, dated 24th January 1889.

All jars which have been mulct by the Assistant Opium Examiner will be inspected by the Opium Examiner, and the former will daily cause to be entered all penalties inflicted on opium chalaned as good in a register (Factory Form No. 49), which will be submitted through the Factory Superintendent to the Opium Agent.

Daily parakh report.

146. On the completion of the day's parakh, the Import Officer will make over a receipt (Factory Form No. 50) for the jars which have been parakhed to the zilladars in charge and allow them to go.

He will also prepare a daily parakh report (Factory Form No. 51) showing the chalans and number of jars of each description of opium parakhed during the day, which he will forward to the office, where the figures showing the gross weight of each chalan will be entered. The number parakhed will be checked by the number weighed.

Testing.

147. As each box from the parakh ground reaches the laboratory the officer in charge will open it, and on the arrival of the last box of the chalan will compare their marks with the entries made by the Examiner in the memo-

* The penalty entered will be a means of estimating the District Officer's work, and in no case will any actual deduction be made from the value of the opium due to cultivators.

randum at the head of the parakh paper. The samples in each tagar will then be thoroughly hand-mixed, and from each mass will be taken a specimen weighing about 100 grains. This will be boiled for three minutes in about an ounce and a half of distilled water in a small copper saucepan over a charcoal fire, being meanwhile broken down and well stirred with a glass rod. The decoction will then be poured into a filter of Nepal paper resting in a tin funnel, the filtrate being received into a small-lipped glass bearing a ticket with the tagar mark, standing in a small trough of water in order to allow the filtrate to cool.

Iodine test.

148. As soon as the filtrates belonging to a chalan have sufficiently cooled, the glasses, together with the filters in their funnels, will be brought to the Assistant Opium Examiner or to the Laboratory Superintendent, who will apply the iodine test for starch to the contents of each glass in turn. Should the filtration in any case be unduly slow, while the test shows the opium to be free from starch, the filtrate will be tested for gum or mucilage.

Starch.

149. Should the solution from any group of jars indicate the presence of starch or other preparation, or fail to filter readily, the Assistant Opium Examiner or Laboratory Assistant will send for the jars of that group and test each one separately. When the jar in fault is discovered, the whole of the opium will be taken out in parcels of 4 or 5 seers at a time, and each will be tested separately in the presence of the Factory Superintendent, who will note and initial in the remark column of the parakh paper and the chalan register the quantity of adulterated opium found in any jar. The latter will be placed in the deposit room and the Opium Agent informed. What is found fit for use will be sent to the malkhana for lewa.

Steam table.

150. In addition to the specimens referred to in Rule 147, there will also be taken from each tagar three specimens of 100 grains each, which will be weighed in assay scales by native employés under the supervision of the Laboratory Superintendent. As each sample is weighed it will be placed upon a separate porcelain plate on which will be written in ink the tagar mark. The plates will then be placed upon the steam table, and all the samples rubbed down until thoroughly dry.

Weighment of specimens.

151. The dry powder on each plate will then be separately weighed while still warm, either by the Assistant Opium Examiner or by the Laboratory Superintendent or a temporary assistant, and the result recorded by one of these officers in the assay register (Factory Form No. 52). The mean consistence of the specimens will be shown in column 8, and the consistence at which the opium is to be paid for in column 9. The figures in column 9 will be obtained from those in column 8, fractions of a degree not exceeding ·5 being rejected and any fraction over ·5 being counted as a full degree.

Repeats.

152. When a tagar contains samples from not more than three jars, a single specimen of 100 grains will be tested for consistence. When any two out of the three samples of a tagar differ by more than three-fourths of a degree, all

will be rejected and fresh specimens taken, the word "repeated" being entered against the tagar in the Assay Register and the fresh results recorded. Whenever the assay results come out lower than the district parakh, or differ from the class assigned at hand parakh by more than 2 degrees, fresh specimens will be taken from all the jars concerned and assayed, and the results entered at the foot of the assay register, and on the assay slip the word "repeated" will be written for the information of the District Officer.

Assay slips.

153. When a chalan has been tested and assayed as above, the Laboratory Assistant will prepare the assay slip (Factory Form No. 53) showing—

(*a*) the district parakh of the jar or jars, and the number of jars in each class;
(*b*) the Factory parakh of the jar or jars corresponding to each tagar;
(*c*) the assay consistence of the jar or jars corresponding to each tagar;
(*d*) the jars on which fines have been imposed; and
(*e*) the result of the test for starch or gum, &c.

The slip having been signed by the Assistant Opium Examiner and initialled by the Factory Superintendent, will be posted to the District Officer on the day it is made out. Again, when a chalan is found free from starch, the Laboratory Assistant will make out and forward the removal certificate (Factory Form No. 54) to the Import Officer.

If the result of the assay differs from that of hand parakh, the chalk marks on the jars will be altered accordingly. When the District Officer's classification is markedly incorrect, he will be informed at once by telegraph of the result of the assay.

Assay in chalan registers.

154. Having completed the testing and assay of the day's chalans, the Laboratory Assistant will fill in columns 10 to 13 of the English copy of the chalan register, obtaining the figures of the first column (showing the assay consistence of each jar) from the assay register, and those for the other three columns (showing the parakhing officer's objections as to quality) from the parakh paper. He will then post the result of the assay in column 5 of the parakh paper. This done, the Assistant Examiner will check the entries made by the Laboratory Assistant and will sign the chalan register in proof of its correctness. He will then forward the completed chalan registers to the office, taking a receipt for them in a register (Factory Form No. 16). There the figures for the remaining columns of the chalan registers (English and vernacular) will be worked out and entered against each jar.

CHAPTER IX.

INFERIOR AND OTHER DESCRIPTIONS OF OPIUM.

Receipt and weighment.

155. The receipt and weighment at the Factory of all descriptions of opium, pussewa, dhoi, &c., not included under the head "good opium," will be conducted, *mutatis mutandis*, in the manner laid down for good opium in Chapter VIII.

Inferior opium.

156. Opium sent in by District Officers as "inferior" is of two kinds:—

(1) "Pani amez," or opium with which water has been mixed.

(2) "Pussewa amez," or opium adulterated with pussewa, or from which the pussewa has been insufficiently separated by the cultivators.

Parakh and assay.

157. The jars of inferior opium will be weighed, parakhed, examined, and assayed in the same manner as good opium—*vide* Rules 131, 142, 150 to 152—with this exception, that penalties imposed will be levied from the cultivators (in calculating the price to be paid to them for their opium), so that special care must be taken by the Examiner* in their assessment. He will enter any such penalty against the jar on which it is imposed, in the proper column of the parakh paper, and in the column of remarks, the letters A or L as he considers the jars to be fit for abkari or lewa manufacture, similar letters being inscribed on the jar in chalk. As a rule opium chalaned as inferior will be unfit for use in the manufacture of provision cakes, but if found to be good it will be passed as such without a fine.

Assamiwar opium.

158. Opium passed by the District Officer as "good," but not included in a "good opium" chalan, because the cultivator was dissatisfied with the classification of the District Officer, is called "assamiwar." The cultivator may attend if provided with a parwana by the District Officer, and be present at the examination, testing,† assaying (and reweighing if necessary) of his opium, which will be conducted by the Opium Examiner, who will have

* The word "Examiner" throughout this chapter includes both the Opium and Assistant Opium Examiner.

† The reason for this is—(1) that the cultivator has appealed against the verdict of th District Officer, and (2) that instances of opium being chalaned as "assamiwar" are comparatively rare.

the usual entries made in the chalan register, and will also furnish the assami with a certificate signed by him in the form of an extract from the chalan register.

The Factory Superintendent will suit the convenience* of the cultivators as much as possible, but should they not appear within ten days of the receipt of their opium, he will dispose of it, determine the use to which it is to be put, and note his orders in the column of remarks of the parakh paper.

Suspected opium.

159. When the opium delivered by a cultivator to a District Officer is suspected of being adulterated with any foreign substance, it is separately sealed up and forwarded to the Factory as "suspected opium," the chalan registers being printed on red paper. The cultivators concerned may be present at the examination of this kind of opium, and Rules 157 and 158 apply equally in this case.

On the date fixed by the Factory Superintendent for examination, the chalans will be laid out in the order of the pots comprising it, the cloth covers and lids being removed in the presence of the Assistant Opium Examiner and the pots divided (by chalk marks on the floor) into groups of not more than five.

For each group two tickets will be written, giving the numbers of the first and last pots of the group. One of the tickets will be gummed to a copper saucepan and the other to a glass intended to hold the group filtrate.

Specimens.

160. One of the native parakhias, under the personal supervision of the Examiner, will then turn over the crust of each pot of the chalan, and from its centre he will draw a small specimen (about 20 grains) of opium. As he draws each specimen he will transfer it to the saucepan belonging to the group, and he will take care that the whole of each sample is left in it. Each saucepan will next receive 10 drachms of distilled water. Its contents will be boiled for three minutes, the opium it contains being broken down and continuously stirred with a glass rod.

Filtration of decoction.

161. The decoction will then be poured from each saucepan into a funnel holding a Nepal paper filter and standing in the glass marked with the ticket corresponding to that borne by the saucepan. The transfer of the decoction from each saucepan to its filter must be made slowly and carefully, so that any heavy, insoluble matter may remain in the saucepan. The glasses will then be placed in a small trough of water, in order to allow the filtrates to cool. As soon as the temperature of the filtrates approaches that of the atmosphere, the saucepans and glasses, with their funnels and filters, will be taken to the Examiner's table.

Examination of pots.

162. The Examiner, assisted by the parakhia, will now carefully examine the pots, group by group. Taking the first group he will observe the sediment, if any, left in the saucepan;† he will chemically test the filtrate for starch; he

* It is to the interest of Government that the cultivators should have every opportunity afforded them of being present at the examination when they have appealed to the Factory authorities against the decision of the District Officer, so that they may have no occasion for thinking that they are not being fairly treated.

† From the sediment heavy or insoluble substances may be detected, such as sand, grit, coal-dust, brick-dust, lumps of catechu, paper, dhoi &c.

will notice whether its colour indicates the presence of tannic acid, dhoi, or other form of adulterant;* and he will search for any traces of foreign matter contained in the marc adhering to the filter.† Should any of the above tests lead the Examiner to suspect adulteration in any form, he will prepare a decoction from each pot of the group separately, and subject it to a similar examination, with a view to discover the particular pot or pots in fault.

Physical examination of pots.

163. Whether the above examination gives positive results or not, the Examiner, with the help of parakhia, will further subject every pot of the chalan to a careful physical examination by sight, smell, and touch. A most useful method is to rub down the opium with a finger in a thin layer on a white plate. If good, the opium will present a smooth and even surface. If dhoi, sand, earth, seeds, bits of leaves or petals, &c., be present, they will be really detected in this way by sight and touch.

Should any of the above ordinary tests indicate the presence in any pot of an adulterating substance, and the Examiner be unable at once to decide the nature of such adulterant, he will set the opium aside for further examination by a microscope and such special chemical tests as his experience may suggest.

Decoctions for starch, sugar or catechu.

164. The Examiner should also always refer to the chalan register in order to ascertain the despatching officer's reason for suspecting the purity of the opium. In every instance where the presence of starch, sugar or catechu is given as the reason, a separate decoction will be made from the suspected pot. If none of the ordinary tests afford grounds for suspecting adulteration, and the reason assigned by the despatching officer appears from examination to have no foundation, the opium may be passed for lewa. In this case its value (for purpose of payment to the cultivator) will be entered in the chalan register at the full rate according to its consistence.‡

Opium accidentally adulterated.

165. In cases of accidental adulteration, the District Officer will make a note of it against the pots in the remark column of the chalan register, and the Opium Examiner will make a deduction equivalent to the foreign matter found. In cases of intentional adulteration the penalty inflicted will be left to the discretion of the Opium Examiner, but will in all cases be more than the equivalent of the actual adulteration, and thus act as a deterrent.

Penalties range from 2 kutchas in a seer, the minimum, to 48, the maximum. If the opium is deserving of a higher penalty it should be confiscated.

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* The normal colour of a solution obtained from good opium ranges from that of pale sherry to brown. A fawn colour indicates the presence of tannic acid in some form. A brown-black colour is imparted by dhoi.

† Lighter insoluble adulterating substances may be detected in the marc, such as pounded poppy flowers and leaves, tobacco, seeds, &c.

‡ As a general rule the consistence will be arrived at by hand parakh, because (1) it is the District Officer's and not the cultivator's choice (as in the case of assamiwar opium) that the opium should be adjudicated on by the Factory authorities, and (2) instances of the kind are occasionally so numerous that it is not always practicable separately to assay each plate. Should the cultivator, however, desire the opium to be tested by assay, this may be done if it is not adulterated with earth or sand.

Confiscation.

166. Assamiwar, suspected or burnt opium found to contain any of the following substances will be confiscated:—

Starch of any kind.
Sugar.
Treacle.
Catechu.
Tobacco.
Sujjeemutti (impure carbonate of soda).
Kurail (resin of sâl wood).
Assafœtida.
Crude turpentine.
Juices and fruits of madar, prickly pear, plantain.
Cotton fibre.
Paper pulp.
Lampblack.
Charcoal.
Coal-dust.
Ordure.
Cowdung.
Any vegetable extract (viz., senna, bél, &c.)

Opium adulterated with oil and fat.

167. Assamiwar, suspected or burnt opium, which is found to be adulterated with vegetable or animal oils or fat, if the adulterant be present in considerable quantity, or if the opium has become rancid, will be confiscated. Should, however, the proportion of adulterant be small, and the opium be free from rancidity, it may at the discretion of the Examiner be passed for lewa, subject to any penalty which he may think proper to impose.

Adulteration in small quantities.

168. Assamiwar, suspected, or burnt opium adulterated with dhoi, poppy petals or leaves, straw, bhusa, poppy seeds, sand, brick-dust or fine earth will, if sour, be confiscated. If the adulterant is present in small quantities, and the opium is not sour, it may be passed (at the discretion of the Examiner) with a fine for lewa.*

Opium washed with water.

169. Any assamiwar, suspected, or burnt opium which has been largely deprived of its soluble matters by washing with water will be confiscated. Should, however, the washing be limited in degree, and the appearance indicate that it has been due to accident, the opium may be passed for lewa, with a fine to cover the deterioration.† Pots, the contents of which have been declared fit for use as lewa, will be conveyed to the lewa tank in the malkhana, and will there be emptied under the orders of the Assistant Factory Superintendent, and his receipt taken.

Details of penalties.

170. As each pot is examined the Opium Examiner will enter in the parakh paper (Factory Form No. 55)—(1) the consistence (hand parakh), (2) the penalty, (3) the destination of the opium (lewa, or abkari, or confiscated), the numberer making similar entries on the pot in chalk, (4) the reason for the infliction of penalty.

When unfit for use the word "Confiscated" will be written opposite the pot, and in every instance where the contents of a pot are separately

* The list of the adulterants mentioned in the text (Rules 166 to 168) includes only those which are most ordinarily used and is not intended to be exhaustive.

† The reason for including assamiwar and burnt opium in Rules 166 to 169 is that each parcel, as in the case of suspected opium, is chalaned in a separate pot, and the individual cultivator in fault can thus be identified.

submitted to chemical test, a note of the result of testing will be made in the column of remarks.

Disposal of pots after examination.

171. When the examination of the pots is completed, the Opium Examiner will sign and date the parakh paper.

The Assistant Opium Examiner will then count the number of pots set aside for lewa and abkari as well as those confiscated, and if the number corresponds with that shown in the parakh paper, he will enter it in column 6 of his register of pots examined (Factory Form No. 56). The number passed for Factory purposes he will enter in column 8 and send with the register to the malkhana, where the signature of the Assistant Factory Superintendent will be taken as a receipt in column 9, and this will also be initialled on its being received back by the Assistant Opium Examiner. The latter officer will have all the confiscated pots closed, a ticket being attached giving date of confiscation, and placed in the deposit room of which he keeps the key, and he will enter their number in column 7.

Entry of examination results.

172. The Assistant Opium Examiner will then enter the result of the examination as shown in the parakh paper in the English chalan register, will note the use to which each pot has been put, and will sign the register, which he will forward as soon as possible to the office, taking a receipt for it.

There the columns up to 16 will be added, as well as the net weight of opium consigned to each use by the Opium Examiner, the details of which will be entered in a memorandum (Factory Form No. 57), which will be signed by the Head Clerk and submitted to the Assistant Opium Examiner, who will write up his stock book of confiscated opium from it (Factory Form No. 58), which he will submit, whenever any entries are made, for the inspection and initials of the Factory Superintendent.

Burnt opium.

173. Under this head is included opium which has suffered from the action of smoke as well as opium which has been injured by exposure to fire. It will be tested for starch and examined* for impurities in the same way as suspected opium.

When the District Officer certifies in the chalan register that the injury was accidental, the opium, if it is free from adulteration, only slightly smoked, and in the opinion of the Opium Examiner fit for lewa purposes, it will be passed at the consistence of the drug estimated by hand parakh, minus a fine equal to the injury done.

If it is so injured as to be unfit for Factory purposes, but still free from adulteration, half price will be given calculated on the net weight at 70° consistence.

Burnt opium.

174. Where there is no certificate that the injury was accidental, the Opium Examiner will inflict such a fine as will act as a deterrent.

At the conclusion of the examination the pots will be dealt with as laid down in Rule 171, and entries made similar to those laid down in Rule 172.

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* A careful examination of burnt opium is necessary, as a dishonest cultivator occasionally mixes foreign matter with it and then burns it, in the hope of escaping detection.

175. *Pure pussewa.*—Chalans of pussewa will be submitted on yellow paper. The jars will be searched at the laboratory by hand for dhoi, rags, straw, and other foreign substances. These, if discovered, will be weighed, and their weight will be entered in red ink in the column of remarks in the chalan register, and will be allowed for in showing the weight of pure pussewa in column 10.

Pure pussewa.

176. The jars will then be tested for starch, &c. (in groups of not more than ten) and the consistence* of the pussewa will be determined jar by jar. The letter P will be marked with chalk on those jars the contents of which are found to be fit for use, and they will be sent direct to the lewakhana for storage in the pussewa tank with a removal certificate, on the back of which the Lewakhana Assistant will give a receipt and forward it to the Import Officer to be filed.

Test for starch.

177. The Head Clerk will have the quantity of pussewa received on any day entered from the chalan registers in Factory Form No. 59 and reduced to 75° consistence. This will be forwarded to the Lewakhana Assistant, who will enter the quantity in his stock book. Pussewa found unfit for Factory purposes will be confiscated and placed in the deposit room.

Receipt of pussewa.

178. Scrapings of jars and pots will be treated as good opium, but the consistence may be determined by hand parakh. If fit for use it will be sent to lewa; if unfit, confiscated.

Assamiwar and Government khurchan.

179. Dhoi will be examined at the laboratory, tested for starch, and the consistence determined by hand parakh.† The amount of opium in it will be determined by testing with ammonia, and it will be paid for at the discretion of the Opium Examiner at one-third or one-fourth its weight (calculated by conversion at Rs. 5 per seer at 70°).

Dhoi.

180. *Kuffa.*—Kuffa rags will be examined in the following manner. About one-fourth ounce of rag from each jar will be boiled in ten drachms of distilled water, and the filtrate tested in the usual manner. If found free from starch, the rags from each jar will be steeped (in a tub or tagar) in just sufficient cold distilled water to cover them. When properly softened the rags will be opened out and washed by hand, they will then be wrung and rinsed in a small quantity of water, so as effectually to remove all soluble matter. The two solutions will be mixed together and thrown upon a blanket filter. The filtrate will be measured, and a fractional quantity will be evaporated by steam. The extract will be examined physically, and (if found fit for Factory use) it will be weighed and its consistence determined by assay.‡

Kuffa.

* When the pussewa is pure, the consistence may be taken by assay or hand parakh, but where impure and impregnated with dirt or foreign matter its consistence will invariably be taken by hand parakh, because the impurities can in this way be estimated and allowed for, whereas if assayed on the steam table a higher consistence than it deserved would be given and a fictitious value.

† If fit for use it will be sent to lewa ; if unfit, confiscated.

‡ It will be hardly ever necessary to go to the trouble of the process laid down here. As a general rule the rags received have been so thoroughly washed that it is seen at a glance that they contain nothing of value and may be confiscated. When, however, the kuffa is good and fit for use, it may be paid for at the rate of 4 to 5 chittacks per seer of its weight at 52° consistence, as this has been proved by experiment to be the proportion.

Rate of payment.

181. The amount of extract contained in the whole solution will then be found by Rule of Three, and the necessary entries will be made by the Laboratory Superindent in columns 10 to 12 of the chalan register. The calculated quantity of extract will be passed for payment by the office at the same rate as pure pussewa, viz., at Rs. 3-8 per seer at 70° consistence. The solution (together with the extract) will be forwarded to the lewakhaaa, and will there be used in the preparation of lewa.

Confiscated opium.

182. All opium, &c., confiscated will be kept for six months in case a reference should be made regarding it or re-examination be necessary.

At the end of this period the Factory Superintendent will submit a statement showing the quantity which has been found—

(*a*) fit for the extraction of alkaloids;
(*b*) useless.

The former will be forwarded to Ghazipore and the latter taken in a boat in charge of the Assistant Examiner and thrown into the middle of the river when the Board's order has been obtained for its destruction.

CHAPTER X.

STANDARD COMPUTATION.*

Chalan registers.

183. The chalan receipts form the basis upon which all payments are made by District Officers, and upon which the whole of the Factory accounts are prepared. When, therefore, the vernacular copy with the tare register is received from the Import Officer, and the English copy from the Assistant Opium Examiner, the office is in possession of all the papers necessary for reducing the gross opium of a chalan to standard consistence 70°.

Computation.

184. The chalan registers are on receipt entered in a register (Factory Form No. 60), and are distributed among the clerks and muharrirs for the necessary entries and computations to be made therein. The work proceeds as follows:—

(i) The entries in columns 1, 2 and 3 of the English chalan register will be compared with the corresponding figures in the tare register; the jars shown as "broken" in the tare register should also be marked as "broken" in the chalan register.

(ii) The English and vernacular copies of the register will then be compared with each other up to column 5.

(iii) The clerk and the muharrir will then check independently the additions up to column 5 of the English and vernacular copies respectively.

(iv) Column 6, showing the result of the Factory weighment of a jar, will then be compared with the result of the weighment of the jar at the Sub-Agency test scale, as shown in the tare register, note being taken of the explanations given by the District Officer in the tare register for each case of difference exceeding 4 chittacks between the original and test scale weight at the Sub-Agency.

Discrepancy memorandum.

185. All discrepancies between the Factory weighment and that at the Sub-Agency test scale will be entered in a discrepancy memorandum of chalans (Factory Form No. 61) which will be printed in counterfoil, with a form for reply on the reverse. The Head Clerk will carefully examine and compare each entry before signing it. When signed by the Factory Superintendent the memorandum will be forwarded to the District Officer concerned, who, having entered his explanation thereon, will return it. The discrepancies will then be reconciled in the office.

Checking the Factory weighments.

186. The results of the Factory weighments shown in columns 7 and 8 of the chalan registers are then checked, and the net weight of opium in each jar is entered in column 9 of both the English and vernacular

* The rules in this chapter apply to all descriptions of opium.

copies by the clerks and muharrirs, the Head Clerk, taking care that each does his portion of the work independently of each other.

Average dryage for jars broken.

187. In the case of jars broken in transit or at the Factory, the clerk and muharrir will calculate the average dryage * of the class to which the jar belongs, and will deduct it from the opium of the jar, entering the net weight in column 9. The Head Clerk will check these calculations.

When there is only one jar in a class, the average dryage of the chalan will be deducted, and on the other hand, if the net result of the Factory weighment of a chalan shows an increase, the average increase will be allowed. Where there is only one jar in a chalan, and it is broken, it is allowed the weight found at the subdivisional test scale.

Comparison.

188. The net weight of opium of all jars having been entered in column 9 of the English and vernacular registers in the manner described above, the assay consistence, penalties and confiscations entered in columns 10, 11, 12, and 13 of the English copy are dictated by the clerk to the muharrir, who enters them in the corresponding columns of the vernacular receipts. The Head Clerk will then have these figures compared with those in the original parakh paper received from the laboratory, to which it will be returned signed by the Head Clerk when the work is over. The figures from columns 6 to 13 of the English receipts are then compared with those of the vernacular copy. The clerk and muharrir, independently of each other, add all the totals of these columns (except the columns of consistence and fines), and the totals of the two receipts are compared.

Total weight of opium.

189. When the entries of columns 1 to 13 of a chalan register have been completed, the Factory Superintendent's office will—

(i) enter in the receipt register of chalans the total net weight of opium by Factory weighment, as shown in column 9 for each chalan;

(ii) enter (*a*) the same total net weight of opium, (*b*) the quantity of opium confiscated in the "Daily parakh report" submitted by the Import Officer to the Factory Superintendent for the preparation of the Factory stock account.

Damdeta.

190. The clerk and the muharrir then proceed respectively to prepare the damdeta of the English and vernacular chalan receipts, columns 14 to 22, independently of each other.

The method of procedure for entries in columns 14 to 17 is as follows:—The amount of deductions to which opium has become liable on account of fines imposed by the Opium Examiner (the rates of which have been entered in columns 11 and 12) is entered in columns 14 or 15. In column 16 is entered the total amount of deductions on account of either fine (columns 14 and 15) or confiscations† (column 13).

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* The average dryage (loss of weight) is obtained by dividing the total dryage of a class or chalan by the opium of the total class (or chalan) as entered in column 4 of the chalan register.

† The value of opium chalaned as good by District Officers and confiscated by the Opium Examiner is not realized from the cultivators, but is, with the sanction of Government, written off to profit or loss in the same manner as irrecoverable balances.

In column 17 is entered the net quantity left after deducting from column 9 any entry in column 16. Deductions will only be made in the case of opium chalaned as inferior by the District Officer, *i.e.*, pussewa-amez, pani-amez, burnt, suspected, &c., and also in the case of assamiwar, pussewa, dhoi, and khurchan.

Procedure.

191. In the case of opium sent in as good by the District Officer, penalties imposed for impurities and confiscations will in no case be realized, and though entered in columns 11, 12 and 13, respectively, will not be deducted from the total of column 9, the total net opium shown in that column being transferred to column 17. As such confiscations by the Opium Examiner are not realized from the cultivators, it is with the sanction of Government written off to profit and loss in the same way as irrecoverable balances.

Deficit and excess batta.

192. The deficit or excess batta* of each jar, calculated on the consistence shown in column 10, is then entered in column 18 or 19, the damdeta in column 20, and the value of the jar and the rate per seer in columns 21 and 22 respectively. These entries will be made with the help of the tables by the clerk and the muharrir in their respective copies of the Register. As the tables show the rate per seer for jars containing one maund exactly, in all cases where the opium shown in column 4 is not exactly a maund, and also when fines are deducted from inferior opium, the rate per seer will be separately calculated by the clerk and muharrir.

Fractions of chittacks.

193. When the net opium shown in column 17 of a chalan register contains fractions of a chittack, in calculating deficit or excess batta for the jar, fractions up to 2 kutchas will be ignored and 3 kutchas will be accepted† as a full chittack. In calculating damdeta for column 20, column 17 will be taken as it stands without ignoring parts of a chittack.

Detailed entries.

194. When the damdeta of each jar has been obtained in the manner above described, the detailed entries for each jar from column 14 to column 22 in English and vernacular registers are compared by the clerk and the muharrir. The totals of each class from column 14 to column 22 are then added up independently in the two registers and compared. If all is found correct, the total of each class is brought over to the abstract on the last page, which shows the grand totals of the chalan columns, and these are added up independently and compared by the clerk and the muharrir.

Value of opium.

195. Finally, the clerk enters in English figures, in column 23 of the vernacular register, the value of the opium of each jar taken from column 21 of the English register, and compares his entries with the corresponding figures in column 21 of the vernacular register. The clerk and the muharrir will then sign their names on the backs of their respective chalan registers in token of their correctness.

* Deficit or excess batta is deducted from, or added to, the net opium which remains in column 17, after deducting any fines which the Opium Examiner may impose on opium other than good.

† The practice is necessary, as the batta tables do not show fractions of chittacks in the quantity of opium tkaen.

196. The results of the chalan calculations and postings are registered in the daily abstract register of gross and damdeta (Factory Form No. 62), each item of which will be examined and initialled by the Head Clerk. After registration the chalan register is signed by the Head Clerk and returned to the laboratory, where the Assistant Examiner or Laboratory Assistant will compare column 10 of the vernacular with the English register, and sign the former in proof of its correctness, and they are then submitted to the Factory Superintendent for signature and finally countersigned by the Opium Agent.

Daily abstract register.

The Head Clerk checks the damdeta and value of 5 per cent. of the jars in each chalan, as well as the total damdeta value of each chalan, and compares the total damdeta and total value of each chalan, as entered in the English copy, with that in the vernacular.

197. The Head Clerk examines all corrections in the figures of both copies of the chalan register, and initials them if correct, and sees that the clerk and the muharrir sign the printed certificate on the back of each chalan.

Progress report.

He submits daily, during the course of standard computation, for the information of the Factory Superintendent, a progress report (Factory Form No. 63) of the chalan registers received, audited and passed by the Factory Superintendent's office.

198. After countersignature by the Opium Agent the vernacular copies of the chalan registers are forwarded from the Agent's office by registered post to the District Officers concerned, to enable them to prepare their final adjustment accounts of cultivators. The English copies are retained in the Agent's office to be audited under the superintendence of the Head Accountant.

Final disposal.

199. On completion of the standard computation for the season, the office checks the calculations in the assay register kept in the laboratory, and the same with the entries of assay shown in parakh papers. The assay register and parakh papers are then returned to the laboratory for record.

Check of assay registers.

All discrepancies found are entered in an objection statement and submitted by the Head Clerk to the Factory Superintendent, who forwards it, with his countersignature after examination, to the Agent for the necessary corrections in the chalan Registers.

CHAPTER XI.

STORAGE, ALLIGATION, AND EXPORT OF OPIUM.

Storage of opium.

200. On delivery to the Assistant Factory Superintendent of the removal certificate (Factory Form No. 54), charge of the opium passes to that officer, and he becomes responsible for its storage in the malkhana, in which duty he will be assisted by one or more temporary assistants working under his orders.

To him also will be entrusted the duties connected with the manufacture and care of the provision opium.

Tanks.

201. Each tank in which provision opium is stored will receive opium of three degrees of consistence, *i.e.*, a class, the latter, as well as the number of the tank, and its capacity, being conspicuously painted on the wall of the tank.

Two or more tanks, marked A and L, will be set aside, respectively, for opium intended for excise and lewa manufacture.

Tally of jars.

202. Jars without baskets will be despatched from the parakh ground to the malkhana chalan by chalan and class by class. The sirdar in charge will examine all jars, keeping back those that are not full. He will keep a atlly of the number of jars of each class despatched, which he will afterwards compare with that kept by the muharrir, who receives them in the malkhana and enters each in a list, calling out at the same time the class to which it belongs. The quantity received of each class will be shown in a register (Factory Form No. 64). The coolies will be directed by a second muharrir (or sirdar) to the tanks, on the roof of which the jars will be placed, and he will ascertain that the class of opium in each jar corresponds with that of the tank in which it is deposited.

When all the full jars have been disposed of, the balance will be deposited in the malkhana verandahs until such time as their contents are emptied, weighed, and stored in tanks, the weights of each sort being noted by the muharrir.

Refuse.

203. The chhali* and tikrees from broken jar covers with opium adherent to them, also opium, dirty or mildewed (*vide* Rule 141), will be removed to the malkhana and there scraped, the opium being weighed and stored in the lewa tank (the malkhana keeping an account of the same).

Assistant Factory Superintendent's receipt.

204. The Assistant Factory Superintendent will then sign his name on the back of the removal certificate as a receipt for all chalans received, and forward them to the Import Officer, who will enter the number and date of each certificate in column 14 of his import register, and file them.

Empty jar baskets.

205. On the removal of the jars the Import Officer will cause all empty baskets to be taken from the parakh ground to the place set apart by the Factory Superintendent for their storage. There the baskets will be sorted,

* Chhali is the hard, crusted opium found on the surface, which is unfit for provision.

those which are serviceable will be stacked for Factory use or for re-issue to District Officers, and those which are unserviceable will be sold by auction or used as fuel for the laboratory boiler.

Emptying of jars.

206. In emptying a jar as much opium as possible will be removed by hand and thrown into the tank, after which the interior of the jar will be carefully scraped with an iron scraper, and the scrapings (provided the jar is well baked and is not abraded by the scraper) will also be placed in the same tank. In order to prevent the opium sticking to the hands of the coolies engaged in this work, it will be found necessary to moisten them with water. Care must, however, be taken that as little water is used as is absolutely necessary.

Scraping of empty jars.

207. The jars will then be broken up, and the fragments will again be carefully scraped. The scrapings will be collected, weighed, and entered in a book (Factory Form No. 65) by the malkhana assistant, and stored in the lewa tank at the close of the day's work. The fragments of pottery scraped by each boy will be kept in a heap and not removed to the lewakhana until they have been inspected by a malkhana assistant.

Samples for alligation.

208. The Assistant Factory Superintendent is the officer to whom the Factory Superintendent will entrust the very responsible duties connected with the manufacture and care of the provision opium of the Factory. On the day before that fixed for the export of opium for alligation, the Assistant Factory Superintendent will have samples taken for assay from as many tanks as he thinks necessary, to enable him to obtain a mixture of the required consistence. Three samples will be drawn from each tank selected, the samples being taken from the part of the tank from which the opium is to be removed. The samples will be drawn by means of a test rod of sufficient length to include a section of the opium from its surface to the bottom of the tank. The three samples of opium from each tank will be well mixed together by hand, and a specimen will be taken from the mixture and placed on a patri* bearing the distinguishing number and quality.

Assay of samples from storing tanks.

209. The patries will be forwarded to the laboratory in a locked box, of which the Assistant Examiner will hold a duplicate key. Three samples of 100 grains will be weighed and assayed from each patri, and the results recorded in the malkhana assay register (Factory Form No. 66) by the Laboratory Officer, and the book will be sent to the Assistant Factory Superintendent for information and returned daily.

Alligation.

210. The Assistant Factory Superintendent will then calculate and enter in the alligation book (Factory Form No. 67) the quantity of opium to be taken from each tank, in multiples of 50 maunds, so as to bring the average consistence of the whole to such a figure as under the existing condition of the atmosphere will give the caking standard of the Factory; the book will then be submitted to the Factory Superintendent, together with the malkhana assay register, for his approval and signature.

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* Small tin plate.

211. At each exporting tank will be placed a set of scales and weights, with a file of tin tickets bearing a distinguishing mark for each tank. As each tagar, which will contain 20 seers of opium, is weighed, the top ticket of the file will be given by the weighman to the cooly, who will then pass into the alligation room, where the tickets will be kept by a sirdar or intelligent beldar and checked daily by the malkhana assistant, who will thus see that the proper quantity has been issued from each tank.

Quantity exported from each tank.

Alligation boards.
Dated 189 .
Alligation
Class XX, X, I, II.

Tank.	Class.	Colour of ticket.
6	X	yellow.
10	I	red.
3	XX	white.
10	I	red.
6	X	yellow.
11	II	blue.
3	XX	white.
10	I	red.
6	X	yellow.
10	I	red.

212. In the alligation room will be hung one or more boards of the form of which a specimen is given in the margin. On the right hand side of the alligation board, opposite to each class figure, will be suspended a ticket of a colour corresponding to that of a ticket which will be worn by the cooly carrying opium of that particular class, and above the tank in the malkhana from which the opium of that class is exported will be hung a board of the same colour.

213. To each colour will be assigned a sufficient number of coolies. These will advance in pairs in the order shown in the alligation board, each pair depositing their opium (20 seers each = 1 maund) on the top of the load thrown in by the preceding pair. This will be spread out into a thin layer by two beldars, standing at either side of the vat, who will pick out any hard or lumpy pieces (chhali) or bits of pottery, &c., depositing them at the side of the vat. Each time the table has been worked through in this manner the heap of opium will be spread in the vats by means of a wooden rake. The alligation vats hold 50 maunds each, and each vat will be filled at only one spot at a time. The raking will be made lengthwise, from end to end of the vat. The above process will be repeated until the vat has been filled.

Mixing opium in alligation vats.

214. As soon as each alligation vat is filled, the Assistant Superintendent will cause samples to be drawn from all four sides and to be thoroughly mixed, after which he will send them in a locked box to the laboratory for assay, where the results will be recorded in the alligation assay register (Factory Form No. 68). He will await the result of the assay before transferring any of the opium to the caking tanks. Should the assay prove satisfactory, he will cause the contents of the alligation vats to be transferred to the caking tank selected to hold the alligated opium of the day, not less than five of the alligation vats being simultaneously emptied. Should the assay of any particular vat prove unsatisfactory, he will allow the opium to remain in it until the following day, when he will bring that vat into use as an export tank, and will cause its opium to be re-alligated in one of the other vats.

mples from alligation vats.

215. The mêl will be allowed to remain in the caking tank for one or two days (at the discretion of the Factory Superintendent) before being used, in order to allow the different portions of opium to amalgamate.

Caking assay certificate.

On the morning of caking the Assistant Factory Superintendent will cause samples to be drawn with a test rod from the tanks selected for use. He will see that the samples are thoroughly mixed, and will then send them to the Assistant Opium Examiner for assay. On the assay results proving satisfactory, the Assistant Opium Examiner will issue the assay certificate (Factory Form No. 69) to the Assistant Factory Superintendent, who will forward it to the Factory Superintendent for orders to cake. Should the assay results by any unforeseen accident ever prove unsatisfactory, the procedure laid down in Rule 214 will, *mutatis mutandis*, be followed.

Export report.

216. When the whole quantity required for caking, lewa, abkari, and medical, has been issued from the malkhana, the Assistant Factory Superintendent will prepare his export report (Factory Form No. 70); the original will be filed by him, and the duplicate submitted to the Factory Superintendent for his inspection and signature, in whose office it will remain for compiling the Factory stock account and for writing up the expenditure side of the malkhana stock book (Factory Form No. 71). The receipt side will be written up in the office from the receipt register, a deduction of 8 chittacks per jar, and half a chittack per pot, being made on account of adhesion in importing. The Assistant Factory Superintendent will then write up—

(*a*) Register of caking results (Factory Form No. 72).
(*b*) Register of export for lewa and abkari (Factory Form No. 73).

Stock.

217. Before the 31st March of each year the balance of opium remaining in the malkhana will be assayed and weighed, the result being submitted with the signature of the Factory Superintendent to the Opium Agent, who will direct the adjustment of the malkhana stock account before the receipt of new season's opium. Any difference between the weight found and that shown on the books will be written off to dryage.

CHAPTER XII.

PREPARATION AND ISSUE OF DHOI.

Lewakhana Assistant.

218. The dhoi and lewa departments will be in charge of one of the permanent assistants selected by the Factory Superintendent, who will be known as the "Lewakhana Assistant."

Dhoi.

219. Dhoi is obtained from two sources, viz., from the district* and from the sudder Factory. Dhoi from the latter source is of two kinds—

(1) That resulting from the washings of chalan jars, tagars, planks, vats, and the smeared hands of the work-people, which will be first scraped in their respective departments.

(2) That resulting from the washings of cake-makers' hands, trays and cups.

The accounts under these two heads will be kept separate, so that the amount of dhoi recovered under the second head may be deducted from the excess lewa issued.

Scrapings.

220. After the fragments of the chalan jars have been scraped in the malkhana (*vide* Rule 207), they will be sent to the dhoi yard, and the Lewakhana Assistant will cause them to be again thoroughly scraped. At the close of each day's work he will cause the scrapings to be weighed and will enter their weight in column 14 of Factory Form No. 74, and will send a specimen of them to the Laboratory Superintendent for assay, together with the lewakhana assay register (Factory Form No. 66), the first three columns of which he will first fill in. He will then cause the scrapings to be stored in a vat in the lewakhana, and on receiving the lewakhana assay register back from the laboratory he will fill up columns 15, 16 and 17 of Factory Form No. 74.

Washing of fragments.

221. When the fragments of the jars have been fully scraped, the assistant will cause them to be placed in one of the dhoikhana vats, and soaked in well-water, the opium when sufficiently softened being removed from the pottery by means of brushes made of the leaf-stalks of the *tál* or date-tree.†

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* District dhoi passed for lewa under Rule 179 will, if thick, be treated under Rule 224, and if thin, under Rule 223.

† Pieces of gunny, moonj string, cloth, &c., must in no case be used for this purpose, having a tendency to cause the dhoi to become sour.

222. The vats will be charged with the fragments of pottery once a day at 3-30 P.M. The fragments of pottery placed in the vats will be cleaned and removed, and will then be carefully examined by a sirdar, and if found to be entirely free from traces of opium will be thrown away on the river bank. Once a day the assistant will cause the vats, after being well cleared of pottery, to be thoroughly searched by hand, and all pieces of straw, string, baskets, papers, &c., to be removed.*

Charging of washing vats.

223. Dhoi is called "thin" when its consistence is between 7° and 20°. If not sour it can be used for the preparation of lewa. When the assistant thinks that the dhoi in any dhoikhana vat has reached the consistence named, he will cause it to be strained through a copper sieve into a separate vat, and will send a specimen of it to the laboratory for assay. Should the assay certificate be satisfactory, he will pass as much of it as may be required into the lewakhana, and will enter the quantity so passed in columns 24 to 27 of Factory Form No. 74, and in columns 3 and 7 of Factory Form No. 75.

Thin dhoi.

224. Dhoi is called "thick" when its consistence is over 20°, but will generally be dried up to a consistence of 60° to 70°.

Thick dhoi.

It is manufactured from thin strained dhoi (should any remain after the day's requirements have been provided for) by inspissating it in shallow vessels by exposure to the sun until it attains the required consistence. This will be ascertained by sending a specimen to the laboratory for assay, and should the assay certificate be satisfactory the Lewakhana Assistant will cause the dhoi to be weighed and stored in a vat reserved for the purpose in the lewakhana, and will enter the quantity and consistence in columns 28 to 31 of Factory Form No. 74, and column 4 of Factory Form No. 75. This dhoi can then be used in the preparation of lewa, but it should not be brought into use until the surplus thick dhoi of the preceding year has been exhausted.

225. As much thick dhoi as possible should be expended during the season's manufacture in order that the surplus remaining for use during the succeeding season may be as limited as possible. But to each 100 maunds of opium at 70° consistence used in the preparation of lewa no more than 4 maunds of thick dhoi of a like consistence may be added.

Percentage of thick dhoi to be used for lewa.

226. As soon as the day's caking is over the Lewakhana Assistant will cause the washings of the cake-makers' cups and trays to be removed from the caking room to the dhoikhana, and to be strained without delay† into a special vat, the contents of which will be expended day by day (in the manner prescribed by the three last preceding rules) before recourse is had to the dhoi from the washings of the chalan jars. The assistant will enter the receipts of dhoi from this source in columns 20 to 23 of Factory Form No. 74 and in column 3 of Factory Form No. 75.

Washings from the caking room.

* Pieces of straw are particularly obnoxious, as their presence is apt to give rise to fermentation.

† It is important that this dhoi should be strained without delay in order to separate from it any fragments of leaf, which if allowed to remain would cause fermentation. For the same reason it is desirable that it should be brought into use as soon as may be.

Washing from vessels, &c.

227. The Lewakhana Assistant will, at the same time, cause the washings of the tagars and other metal vessels used throughout the Factory during the day for carrying opium and lewa to be placed in a separate vat in the dhoikhana, and will bring this dhoi into use from time to time in the manner provided in Rules 223 to 224. He will enter the receipts of dhoi from this source in columns 24 to 27 of Factory Form No. 74 and in column 3 of Factory Form No. 75.

CHAPTER XIII.

PREPARATION AND ISSUE OF LEWA.

Composition of lewa.

228. Lewa is a thin paste formed by breaking down opium in thin dhoi and mixing with it a certain quantity of pussewa, in order to render it smooth and glutinous. It is used for pasting together the poppy-flower leaves which form the shell of the opium cake, and is composed of the following ingredients:—

(1) Good opium, fit for the interior of provision cakes.
(2) Opium not considered fit for the central mass of the cakes, viz.—
  (*a*) The upper crusts of jars, when too dry and lumpy for alligation purposes.
  (*b*) Opium which has escaped from broken jars and has been collected by hand from the straw and baskets.
  (*c*) Opium sent in as "suspected" but found (though not altogether pure) to be free from starch or sugar.
  (*d*) Opium classed as inferior by the District Officers, including pani amez, opium with a broken grain, &c.
  (*e*) Opium containing a large percentage of pussewa.
  (*f*) Government khurchan or godown scrapings.
  (*g*) The final scrapings from the broken fragments of chalan jars (made in the malkhana).
(3) The final scrapings from the fragments of chalan jars (made in the dhoikhana).
(4) Fresh dhoi or Factory washings of jars and vessels, &c.
(5) Old dhoi (the surplus dhoi of the preceding year dried to a consistence of 60° or 70°) and opium the residuum of 2 (*b*), the separation of which could not be effected in May or June, but became possible in January or February.
(6) Kuffa extract and contraband opium when sufficiently free from adulterating substances.
(7) Pure pussewa.

Prescribed consistence.

229. The consistence prescribed for lewa is 51°, *i.e.*, anything between 50·50 and 51·50.

The Factory Superintendent will give orders for the manufacture of lewa from five to ten days before the date fixed for the commencement of caking at his discretion.†

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* Classes 1 and 2 will be indented for by the Lewakhana Assistant in his indent book (Factory Form No. 80).

† The object of this rule is that no stoppage for want of lewa may occur after caking has begun. Two tanks at least will always be kept ready for use, so that the tank of which the contents are by assay nearest to the standard consistence may be selected for export.

Proportion of ingredients.

230. The proportion of the different ingredients will be as follows:—

(*a*) Of opium of classes (1) and (2) at 70° consistence, 100 maunds.
(*b*) "Thick" or "old" dhoi at 70° consistence, not more than 4 parts.
(*c*) Pussewa at 70° consistence, from 1 to 5 parts.
(*d*) Old lewa, the balance of the preceding year (should any exist), from 1 to 8 parts (whatever consistence it may happen to be).
(*e*) Thin dhoi, in such quantity as may be required to reduce the whole to the Factory standard of consistence.

Mode of mixing ingredients.

231. After the opium and the thick dhoi have been placed in one of the lewakhana tanks, the assistant will cause about four-fifths of the requisite quantity of thin dhoi to be added, and will allow the contents of the tank to soak during the night. On the following morning he will cause the required quantity of pussewa to be well mixed with about its own weight of thin dhoi and to be placed in the tank.* He will cause the opium and the thick dhoi to be thoroughly broken down by treading and hand rubbing, so as to ensure complete amalgamation, and the contents of the mixing tank to be afterwards strained through copper or brass strainers† in a receiving tank. He will cause such of the contents as will not pass through the strainer to be returned to the mixing tank, whence after being thoroughly broken up (with a portion of the thin dhoi which has been kept in reserve)‡ they will be passed through the strainer into the receiving tank.

Stirring.

232. The assistant will cause the contents of each receiving tank to be thoroughly stirred twice or thrice daily,§ in order to ensure a complete mixing of the upper and lower portions of lewa‖ and uniformity in consistence throughout the tank.¶

He will from time to time send specimens from each receiving tank with the lewakhana assay register (Factory Form No. 66) to the laboratory for assay.

Samples.

233. The samples for assay will be drawn from four or five places in each tank (after the contents have been well stirred) by means of a brass test tube** of sufficient

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* Should there be any old lewa remaining from the previous year, it may also now be added in the proportion mentioned in the preceding rule.

† The perforations in the strainers must not exceed one quarter of an inch in diameter.

‡ The rest of the thin dhoi will be kept in reserve until after the lewa in the receiving tank has been assayed, when it will be added in such proportion as to bring the whole to the proper consistence.

§ The form of stirrer at present in use is a wooden board about 20 inches long by one foot in width, perforated with holes some three inches in diameter. To it is attached a long bamboo handle, by means of which it may be drawn backwards and forwards through the lewa.

‖ The viscosity of lewa is so great that the proper mixing of the tank contents is a matter of considerable difficulty. Higher consistence lewa is frequently found floating on the top of that of lower consistence.

¶ Some 24 hours after the lewa has been strained, a few gas bubbles will probably be observed to rise to the surface; if not very numerous, their presence is not of importance.

** The diameter of the test tube should be about 2 inches. The test tube should be open at the top to allow the escape of air, and should be fitted at the bottom end with a shutter, which can be opened and closed by a turn of the handle.

(e) *Pasewa* at 70° consistence from 1 to 8 parts, due allowance being made for its presence in the opium of classes (i) and (ii) used in the preparation of *lewa*. Should that opium contain, in the estimation of the Factory Superintendent, as much as 8 per cent. of *pasewa* in it, then no free *pasewa* will be added to the *lewa*. 15-1-99.

length to reach from the top to the bottom of the tank. The test tube must be slowly lowered into the lewa so as to include a vertical section of the whole depth. The four or five samples drawn from the tank will be thoroughly mixed together, and a specimen (about half a seer) of the mixture will be sent for assay. The Laboratory Superintendent will enter the results of assay in columns 4 and 5 of the register and will return it to the Assistant.

Assay certificate.

234. The day previous to manufacture the assistant will cause a specimen to be taken from each of the two receiving tanks, which contain the oldest lewa, and will send them, with the lewakhana register (Factory Form No. 66), to the Laboratory Superintendent for assay. The result of the assay will be entered and the register returned. If the consistence is found to be within the standard limits, the Laboratory Superintendent will also fill in the "Lewa Assay Certificate" (Factory Form No. 69) for each specimen, and will forward the same to the Factory Superintendent for orders. Should either specimen not be within the standard limits, the Laboratory Superintendent will at once report the matter to the Lewakhana Assistant, who will take measures to rectify the error by adding thin dhoi or opium (broken down in lewa), as the case may be.*

Allowance of lewa for provision cakes.

235. The full quantity of lewa of the Factory standard consistence allowed for each provision cake is 5½ chittacks. Of this quantity 5 chittacks will be used at the time of caking, and the remaining half chittack for suttai.

Export of lewa for manufacture and suttai.

236. Previous to the issue of lewa the Lewakhana Assistant will receive from the Assistant Factory Superintendent an indent (Factory Form No. 81), countersigned by the Factory Superintendent, for the quantity of lewa required for caking, calculated at 5 chittacks per cake on the total number to be manufactured on that day.

It will be issued from the lewakhana in quantities sufficient for 50 cakes at a time (= 15 seers 10 chittacks) in vessels of uniform weight. Before caking begins the Lewakhana Assistant will station at each cistern in the caking room, into which the lewa is to be received, a server, with a set of tin tickets, numbered to correspond with the number borne by his particular cistern. The assistant will also provide one carrier to two cisterns with tickets similarly numbered. As the carrier empties his load into the cistern, the server will give him one of the tin tickets; as the carrier leaves the lewakhana with the next bucketful of lewa, he will drop this ticket into a box. The weighman will keep a tally on a board of every bucket issued, and it will be checked at the end of the day's work with the tickets by the Lewakhana Assistant and sirdar.

The export of lewa at suttai will be conducted in the same way as at caking, except that the quantity issued at one time will be that required for the suttai of 500 cakes = 15 seers 10 chittacks.

* If, however, the rule prescribing the retention of a portion of the thin dhoi at the commencement of operations be observed and that dhoi be subsequently added with caution, the contents of the tank should never fall below the standard limits.

237. An excess at the rate of 3 maunds per 20,000 cakes will be issued to make up for loss by adhesion, &c. Should it be necessary to issue more, the Factory Superintendent's sanction must first be obtained. The dhoi recovered from the washings of the cake-makers' hands, cups, trays, &c., will be deducted from the excess quantity issued to ascertain the actual excess expenditure.*

Excess issues.

238. The lewakhana accounts will be kept in the following forms, viz.—

Accounts.

Factory Form No. 74.—Daily receipts in the lewakhana of opium, dhoi, pussewa, and kuffa, from all sources.

Factory Forms Nos. 75 to 77.—Daily Ledger Accounts of receipts and expenditure of (1) dhoi, (2) opium, and (3) pussewa.

Factory Form No. 78.—Daily account of lewa prepared and expended, showing the quantities of each ingredient used in its preparation.

Factory Form No. 79.—Quantity of lewa daily used in each of the operations of manufacture, suttai, and petty repairs.

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* The object of issuing an excess of lewa is to ensure each cake getting its full sanctioned allowance, viz., 5 chittacks; any quantity less than this would be not only contrary to the rules, but would be insufficient to enable the cake-makers to smear their leaves properly, which is important, as it acts as a preventive of grubs.

Were the sanctioned 5 chittacks only issued from the lewakhana, what with actual loss from spilling, adhesion to the clothes and persons of operators, as well as loss by adhesion to cake-makers' trays, cups, hands, and cisterns, &c., which is afterwards recovered as dhoi, the cakes would not get their proper supply of lewa.

The issue of an excess, however, has not proved an expensive matter, as, when allowance for recoveries has been made, the actual loss has been found to be only about $\frac{1}{80}$ of a kutcha per cake.

CHAPTER XIV.

CAKE-MAKING.

Caking room Assistants.

239. Before caking begins, the Factory Superintendent will appoint as many Factory assistants (permanent or temporary), to be called Caking Assistants, as he may consider necessary with reference to the provisions of the following rules. The appointment of the rest of the establishment, the entire arrangements of the caking room, and the distribution of its staff, will be in the hands of the Assistant Factory Superintendent, who will be answerable for the due observance of the rules of this chapter. But the Factory Superintendent will be present in the caking room and will inspect the work there during at least one hour daily.

Apparatus for caking.

240. Before caking begins the Assistant Factory Superintendent will obtain from the Store Department on indent, duly countersigned by the Factory Superintendent, the apparatus required for cake-making (scales, weights, lewa cups, tagars, &c.) These will be counted over by the store-keeper to the head sirdar, and will remain during caking time in charge of the Assistant Factory Superintendent. At the close of the season's caking the apparatus will again be counted back into store, and an acquittance taken from the store-keeper.

Distribution register.

241. The Assistant Factory Superintendent will keep a distribution register of the sirdars, in which he will enter every morning, or once a week, as he may think fit, the work on which each sirdar is to be employed and the section to which he is to be attached. No sirdar is to be kept on the same work or in the same section for more than one week at a time.

Enrolment, &c., of cake-makers.

242. The cake-makers will be enrolled and allotted to the sections (*vide* Rule 274) according to their degrees of skill, the best men being placed in section I, the next best in section II, and so on, and the limit of outturn in each section will be assigned to it by the Assistant Factory Superintendent at his discretion.

Daily at the commencement of caking the head sirdar will muster the men and have the number assigned to each entered in the attendance roll. He will also keep a list of absentees, and will have their cake moulds and lewa cups removed and locked up, and their trays inverted over their seats.

Cake-makers' apparatus.

243. Each cake-maker will wear a tin ticket, bearing a corresponding number to that against his name in the register. The same number will be painted on the wall or on a wooden board, above his seat, and on a signal board which will mark his cakes when laid out in the yard to dry. He will be supplied with a wooden seat, and with a tray, with a raised margin to prevent the escape on to the floor of any lewa

which may happen to be spilled. He will also receive a hemispherical brass cake mould, a tinned iron plate to hold the allowance of opium for each cake, a copper lewa cup, and an earthen cup with a hole in the bottom (to prevent an accumulation of water) to hold a wetted rag with which to moisten his hands when required; all these vessels will have stamped upon them the cake-maker's appropriate number.

Sections in caking-room.

244. The caking-room will be divided off into sections; the first section will contain 50 cake-makers, and each of the others 40. Each half section will be in charge of a supervising sirdar, and over every two sections there will be a caking room assistant. Each section will be separated by a wooden railing from the sections on either side of it, communication between one section and another being by means of a wicket, through which the cake-makers and their boys will not be allowed to pass. In each section there will be only one door for exit of cakes at which an "examining sirdar" will be stationed.

Arrangement of scales, &c.

245. Scales for weighing out the opium to the cake-makers, and cisterns to hold lewa, will be arranged in a line down the centre of the caking room. In each section there will be three scales and two lewa cisterns, except in the first, in which there will be four scales and three lewa cisterns.

At each scale there will be a weighman and an assistant beldar, and at each lewa cistern a "server" and a boy; attached to each section there will also be a leaf distributor with a basket.

Scales to be serially numbered.

246. The beams and pans of the scales will be serially numbered. The weighman in charge of each scale will be supplied with—

(*a*) a tin ticket marked with the words "weighman C. R." and with the serial number of his scale;
(*b*) a set of tin tickets strung on a wire file, each stamped with a scale number;
(*c*) a weight equal to 1 seer 7½ chittacks, *i.e.*, the quantity of opium prescribed for the central mass of the cake;*
(*d*) a tagar of water;
(*e*) a flat iron plate about 10 inches square; and
(*f*) a metal or earthenware bowl.

Check scale at exit doors.

247. At the exit gate of each section will be placed a check scale in charge of a weighman. Each will be serially numbered in continuation of those used for weighing the opium for the central mass of the cake, and each weighman will wear a ticket corresponding to the number of his scale. Beyond the check scale at the outer door of the enclosed verandah of the caking room there will be on one side of the door a couple of boxes containing fine trash, and on the opposite side of the door a small vat of water. There will be a boy at each trash box, and a third boy to relieve each of the other two at intervals during the day.

* Whenever the caking consistence is one or more degrees below the Factory standard of 75°, an addition to the weight mentioned in the test will be made for each cake at the rate of 1½ kutchas for each degree by which the opium falls short of the standard.

Lewa cisterns.

248. The lewa cisterns will be serially numbered, and the server in charge of each cistern will wear a ticket stamped with the cistern number, and will be provided with—

(*a*) A small pair of scales fixed to a board placed across the cistern.
(*b*) One brass weight equal to the prescribed quantity of lewa for each cake, 5 chittacks.
(*c*) Half a dozen copper lewa cups of the same weight as the other cups in use in his section.*
(*d*) A copper or brass ladle.
(*e*) A file of tin tickets stamped with his cistern number (to be used in the manner provided for in Rule 236).

Scales in caking tank-room.

249. Opium will be issued from the caking tank-room after weighment in tagars in quantities of 29 seers 6 chittacks (equal to the opium required for 20 cakes) at a time so as to ensure the passing of a fixed quantity of opium to each of the section scales. All tagars used for this purpose will be of similar weight, and an empty one will be used as a counterpoise together with a one-chittack weight to compensate for the moisture and opium which is unavoidably left adhering to the tagar after it is emptied out.

Testing of all scales and weights.

250. The preparations for the day's caking will commence early in the morning with the examination and testing of all scales, weights, lewa cups and export tagars —a duty to be performed by the head weighman under the supervision of one of the Caking Assistants told off in 'rotation' by the Assistant Factory Superintendent.

The above-mentioned articles will remain in the custody of the head weighman during manufacture, and he will be responsible that they are correct. Should he be unable to complete the duty of testing in the morning before work begins, he should commence it on the previous afternoon when caking is over.

Duties of Assistant Factory Superintendent.

251. The Assistant Factory Superintendent will remain present during the whole time cake-making lasts. He will see that the assistants and sirdars are at their posts and doing their duty. He will observe the manner in which the searching and weighment of the opium, the issue of lewa, and all other details of the work are being conducted, paying particular attention to the manufacture of the shells and to the supervision of this work by the sectional sirdars. He will from time to time examine the lower halves of shells ready for the reception of opium, and will satisfy himself that they are of the proper thickness throughout.† He will also daily open out not less than a dozen cakes, preferring (as a check upon their work) those which have been passed by the examining sirdars. The active supervision of the process of cake-making is one of the most important of the Assistant Superintendent's duties.

* It is desirable that the whole of the lewa cups throughout the caking room should be of exactly the same weight. Those in the same section must be so.
† The lowest point of the shell is that to which attention should be specially directed.

Duties of Caking room Assistants.

252. The duties of a Caking room Assistant are—

(*a*) To maintain proper discipline in his section.

(*b*) To see that the opium and lewa are carefully weighed out by the section weighmen, and the lewa servers; and that the former is properly searched for *tikrees*.

(*c*) To see that the entire bundles of leaves, the entire mass of opium, and the entire cupful of lewa are used in making the cake for which they were issued. The assistant should be particularly careful to see that the lewa cups are completely emptied before being sent to be refilled, and that, with the beginning of each new shell, a fresh cupful is brought into use.

(*d*) That the lewa is spread evenly over the leaves and not smeared in large quantity over the outside of the cake, or allowed to accumulate in the tray.

(*e*) To check, at least once an hour, the number of each of his cake-makers' cakes laid out in the yard.*

(*f*) To see that the four supervising sirdars employed under him pay strict and careful attention to their duties.

Supervising sirdars.

253. The special duty of the supervising sirdar is to keep a close watch over the manual work of his 20 cake-makers. He should also see that the leaves of different qualities are used in their proper turn, that the lewa is thoroughly and evenly spread, that the half of the shell in the mould is of the required thickness of $\frac{7}{16}$ths of an inch,† and he should occasionally take to pieces the lower half of the shell before the cake-maker has put the opium into it, and satisfy himself that the leaves have been properly arranged and that sufficient lewa has been used. He should also see that the opium is carefully placed in the shell in the manner directed, and that the upper part of the shell is tightly and uniformly finished, and that all air is expelled. He should also be careful to prevent the cake-makers from plugging up the holes in the bottom of the cups in which their moist rags are kept so as to collect water with which to dilute their lewa or moisten their leaves.‡

When faults in the cakes are observed by the supervising sirdars, they will be at once reported to the section assistants. If the fault is of a serious nature (*vide* Rule 258), the section assistant will enter the cake-maker's name in a fine book, kept ready for the purpose on a table in the caking room, in which the Assistant Factory Superintendent will afterwards enter the fine or other punishment, according to the circumstances of the case.

Examining sirdars.

254. The duty of the examining sirdar stationed at the exit gate of the section is to see that no faulty shell leaves the caking room. As each cake passing out of the room is handed to him by the cake-maker's boy, he will observe its shape,

* As the cakes are laid out in lines of five, each line represents the limit of 20 minutes' work and every three lines that of an hour.

† Cake-makers are apt to make the lower half of the shell thinner than the upper half.

‡ This is a matter to which the Assistant Factory Superintendent and the Caking room Assistants should also give attention.

whether spherical or pear-like; and by turning the cake about in his hands he will ascertain whether it is baggy or lumpy (viz., soft in some places and hard in others) *; he will observe whether the "chandi" leaf has been smoothly pasted on the outside of the shell without creasing, and whether the margin of the leaf has been securely pasted down. When faults are discovered by an examining sirdar, he will open out the cake, and if the fault is a trifling one, he will return the cake to the cake-maker to be remade. If the fault is serious (*vide* Rule 258) he will bring the matter to the notice of his section assistant for the orders of the Assistant Factory Superintendent.

If he inspects any cake he will invariably open it out.

Duties of weighman at check scale.

255. It is the duty of the weighman at the check scale to see that each cake as it leaves the caking room turns the scale at the test weight for the day. This weight will ordinarily be equal to 2 seers 2 chittacks. But when compensation has to be made on account of the presence of atmospheric moisture in the leaves, or on account of the caking consistence of the opium falling below 75°, the additional weight requisite will be added to the above test weight: that it is so is a point to which the attention of the Assistant Factory Superintendent should be particularly directed.

Light cakes at check scale.

256. When a cake is found at the test scales to be short in weight, the weighman will make it over to the assistant in charge of the section, who will enquire fully into the matter. An inspection will be made of the cake-maker's lewa cups, opium plate, and beneath his seat for any leaf, &c., which may have been kept back by him. When the loss in weight is one or under one chittack, the section assistant will have this made good by additional leaf and lewa after searching the trays, &c., of the cake-makers. If the reason for the deficiency cannot be discovered, and the loss in weight exceeds a chittack, the matter will be reported to the Assistant Factory Superintendent, who will cause the cake to be opened and the opium to be carefully separated and weighed. It will thus be found whether the deficiency is in the weight of the opium or in that of the leaves and lewa. The case will then be reported for the orders of the Factory Superintendent.

Duties of Inspectors in the yard.

257. It is the duty of the two sirdars† in the yard to keep watch over the cakes as they are laid out to dry by the cake-makers' boys, and to cursorily examine them for faults. Should they notice any badly made, loose or baggy cakes, they will at once report the matter to the Head Sirdar, who will, if necessary, report it to the Assistant Factory Superintendent.

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* A pear-shape cake is generally a bad cake, a shell spherical in shape, neither baggy, or lumpy, resisting pressure evenly at every part of its surface, may be considered *primâ facie* a good shell, but even such should be occasionally opened to make sure the lewa has been properly spread. Shells should not always be opened from the side last made, but should be as often opened from the side which was made in the mould, as the work on this side is sometimes imperfect.

† A watchman will also be temporarily employed for each section in the yard to keep watch over the "jettas" and to prevent any person touching the cakes without proper authority or moving them from one jetta to another.

Faults in cake-making.

258. The following faults in cake-making are serious faults, viz.—

(1) Omission to use the whole quantity of opium, leaves and lewa issued for the cake.
(2) Unequal distribution of the leaves between the different parts of the shell, resulting in undue strength in some places and undue weakness in others.
(3) Uneven application of lewa to the leaves, resulting in bald patches.*
(4) Too scanty use of lewa in the lower half and too copious use of lewa in the upper half of the shell, or *vice versâ*.
(5) Allowing the lewa to accumulate in the trays.
(6) The enclosure of air in the cake, either between the shell and the opium or between the different layers of the shell.
(7) The use of water by the cake-maker at any stage of his work by squeezing his wet rag over the cake or into his hands instead of simply moistening his hands with it.

Import of lewa and ringing of bells.

259. The caking tank and lewa assay certificates having been passed by the Factory Superintendent, the importation of lewa (*vide* Rule 236) will begin about half an hour before the time fixed for the commencement of caking.

This will be followed by three bells, viz.—

The first bell 15 minutes before the time fixed for the commencement of caking.

The second bell 5 minutes after the first bell, and the third bell 10 minutes later as the signal to commence caking.

First bell.

260. At the first bell the cake-makers and their boys and all the caking-room employés will take their places and the import of the mêl from the caking tanks to the section scales will commence as follows:—

Each cooly carrying tagars of opium to the section scales will wear a ticket stamped with the number of the scale to which he belongs. As he delivers each tagarful at the scale, the weighman will hand him one of the tin tickets from his wire file. The cooly will return with the tagar and ticket to the caking-tank room and will hand the latter to the weighman before leaving with the next load.

Tally and check of tagars.

261. At the door of the caking-tank room two peons will be stationed, who will keep a tally of the tagars passed out, and enter them in a book which will be signed by the Assistant Factory Superintendent at the end of the day's work. At the entrance to the caking-room there will be a check scale (at which at least 10 per cent. of the tagars will be weighed) in charge of the head weighman, who will also supervise the weighments of opium and lewa in the caking-room and report any irregularity to the Assistant Factory Superintendent.

The tickets left with the weighmen will be counted, checked, and compared by the Malkhana Assistant with a memorandum (submitted

* A cake thus made is technically known as a "dry cake."

daily by the Assistant Factory Superintendent) showing the number of tagars required in each section, to ascertain if the correct quantity of opium has been issued. If there is any difference the matter will be reported.

Second bell.

262. As soon as the second bell rings, the "bhagas" of leaves and the allowance of lewa for the first cake will be distributed to the cake-makers by the leaf distributor and by the boys attached to the lewa cisterns of each section. The cake-makers' boys will at the same time take their plates to the section scales, receive the opium for the first cake and return with it to their masters.

Weighment of opium.

263. The weighman's assistant will take from the mass of opium, as brought to the scale from the caking-tank, a lump which he judges to be of the right size. He will place this upon an iron plate and will thoroughly search it with his fingers for extraneous matter, which, if found, he will place in a bowl. This done, he will put the opium on the scale and the weighman will weigh it, adding or removing any quantity necessary to make it exactly equal to the weight. All is now ready for the cake-maker's boy, who on coming to the scale will dip his iron plate into a tagar containing water and present it to the weighman, who will place upon it the opium. The weighman will dip into the tagar after each weighment the pan of the scale which has contained the opium, and after carefully draining it will replace it in the scale. The weighman's assistant will moisten the iron plate with water as often as may be necessary.

Weighment of lewa.

264. The weighman will carefully weigh in the cups the allowance of lewa for each cake; one of the spare cups in his charge, slightly smeared with lewa (so as to represent as nearly as possible the state of the cup when returned by the cake-makers), will be used as a counterpoise. The other cups he will keep filled (with the prescribed allowance) ready for use when needed. As soon as a cake-maker has completed a cake, the weighman's boy will supply him with a filled cup and bring back his empty one, which will be refilled, and take its place ready for issue on the server's board.

Third bell.

265. Everything being ready, the Assistant Superintendent will give the order for the third bell, and the day's cake-making will begin throughout the room.

Composition of a cake.

266. The quantities of the different materials for each cake are given below:—

	Sr.	c.
Standard opium at 75°	1	7·5
Lewa at 51°	0	5
Flower leaves (unwetted)	0	5·25
Water (used in wetting the leaves taken at) ...	0	·50
Trash (into which the cake is dipped at the door of the caking-room taken at)	0	·25
Total ...	2	2·50

Sanjap.

267. The first material with which the cake-maker has to deal is his bundle of leaves. This he will untie and from it take out a sound whole leaf of the first class.* Having moistened the interior of his brass mould with his wet rag, in order to prevent the leaf adhering to it, he will tear the leaf across to its centre and spread it evenly in the mould, pasting down the overlapping piece with lewa. He will then tear the edge of the leaf in three or four other places, so that it may take in the shape of the mould without creasing, and will paste down the torn corners with lewa. He will next take some first class leaves which he will tear in two,† and paste the semi-circular halves, overlapping each other, vertically round the "chandi" leaf, taking care that the lower corners of the leaves are so placed as to reach well over the centre of the bottom of the mould.‡ The upper portion of these leaves will be left hanging over the outside of the mould to form the upper half of the shell. This layer of leaves is called by the cake-makers "sanjap" or lining.

Dawan.

268. Having completed the circle of the mould in this manner, he will next paste crosswise, inside the "sanjap," other halves of two first class leaves called "chits," so as to give lateral strength to the shell.§ Then holding with his open left hand the inside of the mould and turning it round and round on its base with a twisting motion of his right wrist, he will firmly press the chits and other leaves together with his right fist. This operation is called "bhanja." He will then tear several second class leaves into two or three pieces each and paste them, overlapping each other vertically in the mould, leaving the upper portions hanging outside as was done with the "sanjap" layer. This layer is technically known as "dawan" or skirt.

Gatha.

269. Inside it he will place other "chits" of second class leaves well smeared with lewa, and will repeat the process of "bhanja."‖ He will then take some third class leaves, and tearing each of them into three or four pieces, will paste the pieces vertically round the mould, as in the case of "sanjap" and "dawan" layers. The third class leaves so placed are called by the cake-makers "gatha," a close-fitting dress. He will place other "chits" of third class¶ leaves inside the "gatha," and for a third time press the whole together with his right fist. All the leaves or portions of leaves must, at the different steps of the above process, be well spread with lewa,** except the inner surface of the last "chit," which will be in contact with the opium.

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* The cake-makers call this leaf "chandi." But as a fact the whole of the "chandi" leaves properly so called are reserved for suttai, for which the quantity delivered each year is barely sufficient. The leaf referred to in the text is the finest of the first class leaves in the cake-maker's bundle, and, strictly speaking, is not a "chandi" leaf.

† Should the leaves be large, each leaf may be torn into three pieces. Some 10 or 12 pieces will be required to go round the mould.

‡ This precaution is needed to ensure the shell being of a proper thickness and strength at this particular spot.

§ The second of these two leaves, instead of being torn into two and used as a "chit," may be torn across to its centre only and be then fitted over the first "chit," in the same manner as the first leaf of all was laid in the mould. This leaf thus placed is technically known as "dabao."

‖ One of these leaves may also be placed as a "dabao."

¶ One of these leaves may also be placed as a "dabao."

** The cake-makers are apt to use their lewa too sparingly in making the bottom half of the shell.

270. ✓ "apply some chits of 3rd and 4th class leaves." 7-12-93.

"271. The 'Sanjap' and 'dawan' will now be raised together, the cakemaker pulling them up as tight as possible, and pasting them firmly over the cross leaves. Having rounded the top (goliya karna) he will apply more lewa, and with his fingers and thumbs interlocked, he will press the whole tightly together. He will then paste over the top and sides any odd pieces of leaf which may remain, and will cover them with two halves of a first class leaf placed crosswise, and over all he will paste a whole 'chandi' leaf after tearing the margin here and there in order to make it fit the shell without wrinkling. He will then tilt the cake out of its mould, rub over it any small quantity of lewa he may have left, and hand the cake to his boy, ~~who will gum on one of the tickets bearing his cakemaker's number to the centre of its lower hemisphere.~~ The leaf distributor and the lewa server's boy will at once supply the cakemaker with a fresh 'bhaga' of leaves and allowance of lewa and he will proceed to make the lower half of the next shell." 7-12-93.

Last process.

The portions of the "sanjap," "dawan," and "gatha" leaves left hanging over the mould will also have no lewa applied to them up to this stage. The lower half of the shell is now ready to receive the opium. If it has been properly made it will in no place be less than $\frac{7}{16}$ths of an inch in thickness.

Mode of forming the second half of the cake.

270. The cake-maker will now moisten his hands with his wet rag, and being careful to remove the whole will take the opium from his plate, and holding it up in both hands* will let it fall quietly in an ovoid shape into the half shell ready for its reception. The mass will now be pressed downwards and outwards in all directions so as to prevent any air being left between the opium and the shell. The cake-maker will now proceed to form the upper part of the shell. He will first take up the overhanging "gatha," piece by piece carefully, pressing each piece upwards against the opium so as to expell all air and to form a close-fitting cover to the opium. Having well pressed the whole together with his half-closed hands (called goliya karna), he will then smear the outside surface of the "gatha" with lewa, and having torn some three or four third class leaves in half,† he will apply them laterally round the "gatha," tucking the lower edges well down below the margin of the mould, between the gatha and the dawan. This is known to the cake-makers as the "kummerbund." Halves of one or two third or second class leaves will now be pasted crosswise over the top of the cake, and the whole will be tightly pressed down with both hands. This process is known as "dabao."

Last process.

271. The cake-maker will now pull up the dawan, piece by piece, and paste each piece tightly over the cross leaves. Having again rounded the top (goliya karna), he will apply more lewa and pull up the sanjap leaves and fasten them over the dawan. With his fingers and thumbs interlocked, he will press the whole tightly together. He will then paste over the top and sides any odd pieces of leaf which may remain, and will cover them with two halves of a first class leaf placed crosswise, and over all he will paste a whole "chandi" leaf after tearing the margin here and there in order to make it fit the shell without wrinkling. He will then tilt the cake out of its mould, rub over it any small quantity of lewa he may have left, and hand the cake to his boy. The leaf distributor and the lewa server's boy will at once supply the cake-maker with a fresh "bhaga" of leaves and allowance of lewa, and he will proceed to make the lower half of the next shell.

Check weighment of cakes, &c.

272. The cake-maker's boy will then present the cake for examination to the examining sirdar at the exit door of the section. If the sirdar passes the cake, the boy will place it gently on the check scale (*vide* Rules 255 and 256), and if it turns the scale at the weight for the day, he will be allowed by the weighman to take it to the trash box and will place it, upper half downwards, in the box in front of the boy in charge. The latter will cover the cake with trash, leaving a bald

* The practice of taking up the opium with one hand and "flopping" it into the shell must be strictly forbidden, as it is certain to result in air cavities being left in the cake.

† Pieces of leaves less than half leaves may be used, if need be.

patch, about 2 inches in diameter, for the cake-maker's ticket. He will then place the cake, trashed part downwards, in an earthenware cup which he will take from a stack placed within his reach by the side of the box. Meanwhile the cake-maker's boy will wash his hands in the water vat on the opposite side of the door. Having done this, he will take his cake in its cup, carry it into the yard, place it on the ground opposite his cake-maker's signal board.* He will then return to the caking-room and supply his master with opium for his next cake.

Daily outturn.

273. With the present number of 410 cake-makers (9 sections of 40 =360 and one of 50= 410), including the caking school, 20,000 cakes should be the maximum daily outturn except in bumper seasons. On the first day, however, only 6,000 will be manufactured, the number being gradually increased.

The men in No. I section will make more cakes than those in No. II, and those in No II than those in No. III (*vide* Rule 242), and so on in a descending scale, the number of cakes to be turned out in each section being regulated in such a manner that the total outturn of all sections will give the required grand total for the day.

Limit of cake-makers' outturn.

274. As the cake-makers are paid by results, receiving an anna for eight cakes, their endeavour will be to produce a large outturn and to be promoted to the 1st section; but as rapidity in manufacture may mean inferiority in work, no cake-maker will be allowed to make more than 5 cakes in 20 minutes (15 in an hour). Every 20 minutes while caking lasts, a drum will be beaten to mark time, and at the full hour a bell will be rung. The number of cakes which each cake-maker will be allowed to make daily will vary with the section in which he works, &c., viz., from 45 to 55† the maximum, and will depend upon his individual proficiency. Promotion from one section to another and the limit of outturn in each will be regulated by the Assistant Factory Superintendent.

Punishment of cake-makers.

275. When a man is found to be making his cakes too fast or otherwise misbehaving himself, his work will be stopped or the number he is allowed to make every 20 minutes be reduced to 4 or 3. If he continues to offend he will either be suspended or sent back to the caking school; and if on return therefrom he again misbehaves, he will be dismissed and his name removed from the list.

Washings from caking room, &c.

276. The cake-makers will then wash their hands, trays and vessels in the water vats at the verandah doors, the contents of which will be removed under the supervision of the Lewakhana Assistant to a special vat in the lewakhana (*vide* Rule 226).

The cake-making establishment will then clean out the caking room, and the boys be taken in charge of an assistant and sirdars to bathe in the river.

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* Each cake-maker's lot of cakes, called a "jetta," will be laid out by his boy in rows of 5 each.

† In very rare cases, and at the discretion of the Assistant Factory Superintendent, the umber may be increased to 60.

277. As soon as the day's caking is over, the cakes lying in the sun will be barrowed in, each jetta by its cake-maker and his boy, and will be re-arranged on the ground in their cups in the caking room opposite the cake-maker's number, ~~and tickets will be pasted on with gum.~~

Pasting on of tickets.

278. The cakes will then be counted, section by section, by the sirdars told off for this work, and section assistants, the head sirdar and a clerk entering the results in Factory Form No. 82, vernacular and English copies respectively.

Counting of cakes.

A Caking room Assistant told off by the Assistant Factory Superintendent will then carefully inspect the whole of the cakes. He will also compare the number of cakes in each jetta with the entries in the English copy of the register against the cake-maker's number. Faulty cakes will be set in front of the jetta to which they belong.

Simultaneously with the above examination the head sirdar will count each cake-maker's jetta, and compare the result with the Factory Assistant's counting.

The totals of the English and vernacular lists will then be compared, and the entries posted daily in detail in the monthly register of cakes made by each cake-maker (Factory Form No. 83).

279. After the cakes have been counted, the Assistant Factory Superintendent, accompanied by the caking school instructor, will go round the caking-room, inspect the cakes, jetta by jetta, and check the Factory Assistant's list. He will also have blue tickets affixed to all faulty cakes and inflict fines for the same. On the following morning before the cakes are removed they will again be examined, and this time all faulty cakes* will be entered by the Caking room Assistant and Head Sirdar in the lists (Factory Form No. 82).

Examination by Assistant Factory Superintendent.

280. The cake-making school is intended to teach the art of manufacture, suttai, and repairing cakes to persons who may be thus fitted to supply vacancies occurring among the cake-makers. The number of persons under training in the school should not be less in number than one-fifth of the number of cake-makers at the Factory. The scholars will be recruited from among the promising cake-makers' boys or other lads of superior physique and intelligence who may apply for admission. All appointments to the school will be made by the Assistant Factory Superintendent, who will keep a list of the candidates.

Caking school.

281. That officer will nominate, and the Factory Superintendent will appoint, one or more permanent sirdars of known proficiency in cake-making to act as instructors, one supervising sirdar for every 20 or 25 boys, and one or two examining sirdars as may be found necessary. The school hours will be the same as those of cake-making, and during this time the pupils will be kept steadily to their work and will not be allowed to leave the room or to be employed on other duties.

Caking school establishment.

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* This is necessary, as cakes which shortly after being made appear good may in the night well up and thus have to be entered as faulty.

Caking school outturn.

282. The Assistant Factory Superintendent will divide the school into sections, and will regulate the number of cakes to be made by the pupils of each section at his discretion. Until a scholar has progressed sufficiently to be able to make 15 good cakes in a day, he will not be considered "proficient," nor will he be allowed to turn his cakes out of the mould until it has been passed by the instructor. Cakes made by "proficient" scholars will be examined and passed in the usual manner.

Qualification.

283. No person is to be appointed a cake-maker until he has passed through the school and learnt his work to the satisfaction of the Assistant Factory Superintendent. The school will be re-opened at suttai, and the operations of suttai and petty repairs will then be taught.

Forms.

284. The following forms of cake-making registers and accounts will be kept under the supervision of the Assistant Factory Superintendent:—

Factory Form No. 84.—Detail register of fines inflicted on cake-makers and their boys.

Factory Form No. 85.—Register of cakes made of each consistence.

Factory Form No. 86.—Stock book of provision cakes.

Factory Form No. 87.—Register of cakes sent to godowns.

Factory Form No. 88.—Caking-room pass.

CHAPTER XV.

STORAGE OF PROVISION CAKES.

Counting of cakes.

285. Cakes will be counted early in the morning following their manufacture, jetta by jetta, by the assistant in charge of the cake godown in which they are to be stored. This officer will check off the cakes in each jetta and the total for each section on the previous evening's list (Factory Form No. 82), and before allowing the cakes to be moved will bring to the notice of the Assistant Factory Superintendent any discrepancies which cannot readily be reconciled. After the totals in each section have been found correct, the cakes will be re-arranged in the caking room, section by section, in blocks of 500, the faulty cakes (marked with blue tickets) being laid out separately from the good. The cake godown assistant will then again check the section totals, and if he finds them correct will sign the previous evening's list.

Tally of cakes.

286. The cakes will now be barrowed off* to the cake godown, one tally of the barrows being kept in a tally book by a sirdar at the caking room door, and another by a sirdar at the door of the receiving godown. The Assistant Factory Superintendent will arrange for the conveyance† of the barrows from the caking room to the cake godown, but the assistant will supervise the reception and storage of the cakes in his godown. After the completion of the work the two tallies will be compared with each other and with the total of the previous evening's list, and being found to agree, both tally books will be signed by the godown assistant, and will be initialled by the Assistant Factory Superintendent. Thereafter the cakes will be in charge of the godown assistant.

Faulty cakes.

287. Faulty cakes will be removed last. It will be for the Assistant Factory Superintendent to decide whether the faults are to be repaired in the caking room or in the cake godown, and the cakes will be sent to one or other place accordingly. The Factory Superintendent and the Assistant Superintendent will, at their discretion, open out faulty cakes to ascertain the exact nature of their defects. These will be pointed out to the cake-makers, and the opened cakes will be remade as soon as possible. They will be shown in the accounts as made on the date of their original manufacture.

Test weighment register.

288. The godown assistant will select at random 100 of the cakes made over to him daily. He will weigh these singly, recording the weight of each cake, the maximum and minimum weights found, and the average weight of the day, in a test weighment register (Factory

* The barrows are constructed to hold 15 cakes each.

† This work, which is severe, should be performed by strong and well-made boys, who should receive annas 1-6.

Form No. 89). He will submit it daily to the Factory Superintendent through the Assistant Factory Superintendent.

Storing of cakes.

289. The cakes, having been tallied into the cake godown in the manner directed, will be placed in their cups on the racks. The faulty cakes (marked with blue tickets) will be stored on the same racks as the good cakes of the same day's manufacture, but in a separate and conspicuous part of the rack.

Sirdar's charge.

290. The racks in each godown will be numbered consecutively, and on each rack will be noted the consistence and date of manufacture of the cakes it contains. A certain number of racks (containing as a rule 40,000 to 50,000 cakes) will form a "section" and will be in charge of a separate sirdar, under whose orders there will be a gang of boys.

The Assistant Factory Superintendent will appoint for each godown one of the permanent sirdars to be the head sirdar of the godown.

Turning of cakes.

291. From the time the cakes enter the godown until they are packed they must be constantly turned in their cups in order to preserve uniformity in their shape and to allow the shell to dry evenly. One-sixth of each sirdar's charge will be turned every day.* By "turning" is meant that the cakes will be brought down from their racks to the floor,† where they will be removed from their cups, spun round by the boys in both hands (so as to lightly hand-rub them), and be replaced in their cups after these have been well wiped with a dry piece of gunny. Any cakes which are found to be badly mildewed will be rubbed with trash.‡ The cakes which do not need repairs will then be counted by the sirdar, and will be returned in their cups to the racks.

Position of cakes to be changed periodically.

292. The cakes stored in the upper racks will, when returned, be placed in the lower racks, and *vice versâ*. In godowns Nos. 1, 2 and 4, in which there are galleries, the whole of the cakes above the galleries will be put down into the racks below the galleries once a month, and *vice versâ*.§

Cakes will not be returned to the racks until they have been examined by the assistant and sirdars, who will also ascertain that the racks from which they were removed have been emptied and all cakes brought down. The assistant will write on the slip affixed to the rack (Factory Form No. 90) the date of turning, and will initial it.

Indents for petty repairs.

293. The boys employed in the work of turning the cakes will place on one side all cakes which show signs of injury by grubs, black-mould, leakage, &c., or which appear to need repairs. These cakes will be inspected by the assistant in charge of the godown, who, if he considers repairs to be necessary, will take the orders of the Assistant Factory Superintendent

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* This will mean that all cakes will be turned once about every 6 or 7 days, but faulty (loose or baggy) cakes will be turned every third day.

† Cakes stored in the upper parts of the godown where galleries exist will be brought down as far as the galleries only.

‡ The trash used for this purpose need not be winnowed as trash used for packing, but should be cleared from stalks, roots, &c., by being passed through a coarse sieve.

§ The object of this rule is to promote uniformity of dryage. Cakes dry more quickly when stored in the upper racks than they do when stored in the racks nearer the ground.

regarding them. All indents for leaves, trash, lewa, and cups (Factory Forms Nos. 24, 35, 91 and 92) will be prepared by the godown assistant and countersigned by the Assistant Factory Superintendent and the Factory Superintendent.

Cake godown register.

294. Assistants in charge of godowns will daily write up their cake godown register (Factory Form No. 93), which will be submitted daily for the initial of the Assistant Factory Superintendent, and weekly for that of the Factory Superintendent. It will show—

(1) The cakes issued and received and the balance remaining in the godown, as well as the number turned and repaired.
(2) The expenditure of lewa, leaves, trash, and cups.
(3) The cost for care of cakes.

Injuries and repairs to cakes.

295. Cakes found to be chafed or abraded will be treated with a little lewa and dusted over with fine trash (similar to that used for manufacture and suttai). Cakes found to be bruised, rat-eaten or injured by white-ants will be repaired with leaf and lewa and dusted with fine trash; cakes which are burst or badly injured (by falling from the racks) will be opened out and new leaf will be pasted between the layers of the shell, so as to close the opening securely.

Black mould.

296. Cakes* affected with black-mould (ustilago) will be taken out of the cake godown (to avoid risk of contamination), and will be well brushed with a horse-brush; the affected spots will be carefully examined in order to ascertain whether the injury is superficial or deep-seated. Should the injury be superficial, lewa will be well rubbed in, and a dusting of fine trash will be given. Should the injury be deep-seated, the diseased part will be pared away with a knife, and the cavity will be filled up with layers of leaf and lewa until the exterior level of the shell is reached. Such cakes will be marked with red tickets, and will be kept as far as possible from the other cakes in the godown. In any godown in which black-mould has made its appearance, as many of the cakes as possible will be carefully examined every day in order that any fresh cases of the disease may be at once detected.

Grub-eaten cakes.

297. Grub-eaten† cakes may be easily recognized by small perforations in the exterior layer of the shell. They will be treated by opening out ramifications of the grub with a pen-knife and by removing the grub, if found. The incisions will be well brushed with a horse-brush to remove all ova and excrementitious matter, after which lewa will be copiously applied and well rubbed in with the finger, and the opening will be finally sealed up with leaf.

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* Black-mould attacks from without and shows itself as a black speck, which being rubbed leaves a black mark. It is propagated by spores and makes its way between the leaves, choosing the places most free from lewa in which to develope. It undermines and thus destroys the shell of the cake.

Cakes are also attacked by white (dactilium) and yellow (mucor) mould. These are caused by damp and are harmless.

† The grubs are said to be a species of anobium. Heat and dampness and want of proper ventilation will assist, while careful storage of, and regularity in turning the cakes, and an even and sufficient application of lewa to the leaves of same during caking will retard their development.

Cakes injured by leakage.

298. Cakes injured by leakage will be separated into two classes, "slightly wetted" and "much wetted." They will be submitted for the inspection of the Assistant Factory Superintendent, who will determine the treatment to be followed.* Wetted cakes (whether repaired or not) will be marked with yellow tickets and will be placed in an airy part of the racks. They will be turned in their cups every day, and whenever opportunity offers they will be taken out of the godown and exposed to the sun.

Leakage reports.

299. After a fall of rain likely to have caused leakage, all the racks will, without loss of time, be carefully examined in order to ascertain whether any cakes have been damaged. Should the occurrence of a close holiday be likely to interfere with the performance of this duty, a special sirdar with a gang of boys will be told off for it beforehand. The assistant in charge of each godown will also attend on such occasions, and supervise the work, reporting to the Factory Superintendent the extent and nature of damage done, if any, in Factory Form No. 94. All cakes found to have been wetted will at once be placed in dry cups and set aside for the inspection of the Assistant Factory Superintendent and Factory Superintendent.

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* If the cakes have been slightly or partially wetted, it may only be necessary to put them into dry cups and to expose them to the sun. When, on the other hand, cakes have been much wetted, it may be necessary to remove a portion or the whole of the outer layers of the shell, care being taken that none of the sodden leaves are allowed to remain. The portion of the shell which has been removed should then be remade with fresh leaves and lewa.

CHAPTER XVI.

SUTTAI.

Suttai.

300. As the cakes lose moisture by exposure to the air, their shells become less pulpy and soft and gradually harden to the touch. As soon as the earliest manufactured cakes are sufficiently matured, usually about the middle of August, the Factory Superintendent will issue orders for suttai, which will be given in detail in the order book. All the cakes will now be systematically overhauled and repaired, if need be.

Establishment.

301. The establishment of cake-makers to be employed on this work will be about half that required for cake-making. The work will be carried on in the verandahs of cake godowns, under the supervision of assistants in charge thereof, or temporary extra hands. There will be one supervising sirdar to every 20 cake-makers.

The number of cakes to be suttaied daily will be 10,000 on the first day, 16,000 on the second day, and 20,000 the third, to a maximum to be fixed by the Factory Superintendent, so as to complete the operations by the end of September or early in October.

Each cake-maker will suttai 100 cakes daily, and those in the cake school 80 daily, and will be paid at the rate of one rupee for 520 cakes. The Assistant Factory Superintendent will be responsible for the due observance of the following rules.

Cakes to be suttaied in order of manufacture.

302. The cakes will be taken down from the racks and suttaied, in the order of their manufacture, beginning with those which were first made. All cakes which require tightening ("kussai") or repairing, will be separated by the godown sirdars from the good cakes and will be set aside for inspection by the Assistant Factory Superintendent, who will select and mark with chalk those which are to be tightened.

Allowance of leaf and lewa.

303. 1·75 kutchas of chandi leaf will be allowed for the suttai of each cake, in addition to any compensation on account of the presence of atmospheric moisture in the leaves. The allowance of lewa will be half a chittack per cake at the standard Factory consistence. The quantity of leaves and lewa to be served out to each cake-maker at one time will not exceed the allowance for ten cakes, and not more than ten cakes will be made over to him at one time to be suttaied.

When the suttai of all the lots of ten cakes of each cake-maker is completed, they will be removed by order of the assistant in charge, and no fresh cakes will be brought out of the godown until all have been removed, to avoid confusion.

Mode of suttai.

304. Each cake-maker will be supplied with the same apparatus as at cake-making. Having moistened his mould with his damp cloth, he will place in it the

cake. He will then rub lewa well into the surface, so as to penetrate every crease, and will then tightly spread over the cake one of the chandi leaves, tearing it at the margin, wherever necessary, to enable it to adapt itself to the shape of the cake. He will then reverse the position of the cake in the mould and will proceed to suttai the other half in a similar manner. The cake-maker's boy will then take the cake to the trash box and spread it over with trash,* and returning with it to the cake-maker will replace it in its cup. The supervising sirdar will examine each cake-maker's lot (of ten cakes) before it is taken back to the godown, and will return to him any imperfectly suttaied cake for correction of the fault observed in it.

Cake-makers to be selected for repairs.

305. Cakes found at suttai to need repair will be dealt with as provided in Rules 295 to 299. This work will be entrusted to specially selected cake-makers, who will be seated at one end of the verandah. After being repaired the cakes will be suttaied in the usual manner.

Mode of kussing cakes.

306. Cakes marked for tightening will also be made over to specially selected cake-makers. The mode of treatment will be as follows:—Should the shell be very loose, the cake-maker will grasp the cake, soft side downwards, in both hands, passing meanwhile his fingers upwards so as to form an indentation at the soft spot and to force the opium tightly into the opposite part of the shell. The cake will then be inverted and placed in the mould with the indentation upwards. A cruciform incision, about 4 inches in length in each direction, will then be made with a sharp knife across the depressed portion until the opium is reached.† The corners formed at the centre of the cross will then be taken up one after another, layer by layer, and turned outwards. The opposite corners of the gatha layers will be drawn tightly together over the opium, one pair at a time; over the four overlapping corners a piece of leaf will be pasted with lewa; the next four corners will be brought together and secured with lewa in a similar manner, and a piece of leaf will be fastened over them. The operation will be repeated until all the separate layers of the shell have been disposed of. A sound leaf will then be fastened over the last layer, and the cake will be suttaied in the usual manner. If the cake to be tightened is not very loose, it will be placed in the mould, soft side uppermost, and the baggy part of the shell will be squeezed upwards, so as to form a ridge. This will then be incised lengthwise and across, and the shell will be tightened and finally suttaied in the manner described above.

A batch of 40 cakes to be weighed daily.

307. On each working day during suttai one batch of 40 cakes will be taken at random from among those to be suttaied, and after the cups have been marked the cakes and cups will be weighed together and the weight recorded. The cakes will then be removed and the cups

* In this way a Patna cake differs from one of Ghazipur, which has trash applied to one-half only. It is not only a trade mark, but is useful in diagnosis.

† Another method is to stop the incision before it reaches the opium, and to then press the gatha layer inwards with the finger so as to form a fold inside the opium. The two walls of the fold are then drawn together and kept in position by a piece of leaf pasted across them with lewa, over which the corners of the cut layers are fastened, one after the other in the manner indicated in the text.

will be weighed. The difference equals the weight of the 40 cakes.* After suttai the cakes will again be weighed in their cups and the difference between this and the first weighing will give the increase of weight resulting from suttai. This will show whether the cakes are actually receiving the quantity of leaf and lewa prescribed. The same procedure will be followed daily in regard to 40 cakes taken from those set aside for repairs.

Suttai register and daily suttai report.

308. During suttai each assistant in charge of a cake godown will keep a register (Factory Form No. 95), and the Assistant Factory Superintendent will submit daily a suttai report (Factory Form No. 96) to the Factory Superintendent, which will be forwarded to the Opium Agent.

* A comparison between the average weight thus obtained and the weight of the cakes as recorded under Rule 288 on the date of the receipt of the cakes into the godown is useful as an indication of the rate of dryage in the interim.

CHAPTER XVII.

PACKING AND DESPATCH.

Weighment of cakes previous to packing.

309. In order to ascertain the state of the cakes with reference to their ripeness and fitness for packing, the following procedure will be adopted:—A fortnight after the conclusion of their suttai, one or two batches of 40 cakes each will be selected in each sirdar's section, so as to represent fairly the condition of the cakes in the various parts of the godown. The cakes in each batch will be serially numbered by tickets from 1 to 40. The 40 cakes of each batch will be weighed singly and divided, according to their weight, into four classes, viz.—

		S.	c.		S.	c.
Class I, those weighing under	...	...			1	15
„ II „ „ from	...	1	15	to	2	0
„ III „ „ „	...	2	0	to	2	1
„ IV „ „ „	...	2	1	and	above	

the weight of each cake being entered opposite to its serial number in the proper column of Factory Form No. 97. The entries in each column will be totalled and the results entered separately for each batch in the abstract at the foot of the form giving the number and weight of cakes in each class. The total of all four classes will give the weight of a chest, if packed, from the rack containing the cakes of that particular batch. This total deducted from that of the previous week's weighment of the batch will show the difference, *i.e.*, dryage. The total weight of all of the batches, divided by their number, will give the approximate weight of a chest for the godown.

Weekly weighments.

310. Once a week the cakes of each batch will be separately weighed, and the results recorded in the above manner; the whole of the weighment papers being submitted on each occasion through the Assistant Factory Superintendent to the Superintendent. Care must be taken that each batch of 40 cakes is returned to the place in the racks from which it was taken.

Fitness of cakes for packing.

311. When the average weight of the cakes of a godown approaches the normal packing weight, viz.,* from Mds. 2-1 to Mds. 2-2, the cakes will be further tested for ripeness by handling. A cake which after firm

* These are the average approximate weights in a normal season. They will be subject to light variations in seasons of unusual drought or rainfall.

Page 75, Chapter XVII, Rule 314:—

Substitute the word "direct" for the words "through the Board of Revenue" in line 1 of the last clause of the above rule.

8-3-1902.

continuous pressure by the palms and fingers of both hands gives an uniform unchanging sensation of cold is not yet matured or ready for packing. If, on the other hand, the sensation conveyed is one of warmth, the cake may be considered fit for packing. When the Assistant Factory Superintendent finds the cakes to have reached the desired weight and to be sufficiently mature, he will report the fact to the Superintendent.

Packing order.

312. When the Factory Superintendent considers that the shells of the cakes made during the first fortnight of manufacture are sufficiently* matured and dry, he will report the fact and the date on which he proposes to commence packing to the Agent, for his approval.

For the due observance of the rules of this section the Factory Superintendent is immediately responsible, and will publish in the Factory Order book the details of the packing operations.

Report of packing materials in store.

313. It will also be his duty to arrange that the necessary packing materials (dammered chests, compartments, gunny covers, broad and narrow, mats, cloth for dammering, nails, &c.) sufficient for the number of cakes on the racks are in store by the 31st October. The quantity of these stores in hand will be shown from the commencement of suttai on the reverse of Factory Form No. 96, which will be submitted daily to the Agent.

Specimen cakes to be selected by the Magistrate.

314. About a week before the commencement of packing intimation will be sent to the Magistrate and Collector of the district through the Agent, and he will be requested to visit the Factory and select at random six cakes of the year's manufacture.

Of these four will be packed in his presence in boxes sealed with his seal.

Two will be despatched through the Board of Revenue to the Chemical Examiner to Government, Calcutta, and two to the Opium Examiner at Ghazipur, for examination and analysis. The remaining cakes will be kept at the Factory for a similar purpose.

Ascertaining the packing weight.

315. Two days before packing begins, 2,000 cakes, the equivalent of 50 chests, will be taken at random from different parts of each godown and weighed, and the average weight of 40 cakes thus found in each godown will be reported to the Factory Superintendent. That officer will thereupon record this as the "initial packing weight"† for the godown.

Packing of cakes in order of manufacture.

316. As far as possible the cakes will be packed in the order of their manufacture, though those of 12 (and not more) consecutive days' manufacture may be mixed together and packed indiscriminately.‡

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* This will not usually happen until the beginning or middle of November. The manner of ascertaining the fitness of the cakes for packing has been laid down in Rules 309 to 311.

† The initial packing weight of a godown is usually taken at one or two chittacks below the average weight of the godown, to allow for the gradual loss in weight experienced during the period a godown is issuing to the scales. The packing weight of a godown should never fall below 2 maunds for 40 cakes.

‡ Where cakes are of different consistences, the whole of those of one kind of consistence will be packed before another kind is taken in hand.

Indent for tickets.

317. Tickets to be placed in the boxes when packed (*vide* Rule 329), and sufficient for the year's requirement (Factory Form No. 98), should be indented for by the Factory Superintendent from the Agent's office in August, so that they may be supplied by the end of October. They will be kept by the Head Clerk in bundles of 500, and be numbered consecutively from one to the number of the last chest packed.

Arrangements for trains, police guard, &c.

318. The Factory Superintendent will arrange beforehand, when the date for commencement of packing is known, with—

(1) the Railway authorities for special trains for the conveyance of chests from Patna City station to ~~Howrah~~;* Cal.
(2) with the District Superintendent of Police for the guard from the Factory to station and thence to ~~Howrah~~; Cal.
(3) with the Traffic Manager, East Indian Railway, for free passes for the escort and sirdar sent from Factory to and from ~~Howrah~~, as well as for the assistant detailed annually to Calcutta;
(4) for the appointment of the necessary temporary establishment.

Chests and lids to be properly seasoned.

319. No chest, lid or compartment will be issued for packing which has not been stored in the storage godowns for at least three months previously.† The Superintendent of the Chest Department and Saw Mills will see that all chests, lids and compartments are properly seasoned and fit for use in packing before he makes them over to the Factory officials. He will be assisted in the examination of these articles by a specially qualified carpenter. It will also be his duty to see that all the above-mentioned articles are sun-dried in the saw mill compound on the day before they are made over, and that during the intervening night they are kept in a godown, and are thus protected from exposure to the dew. They will not be removed from the godown until 9 A.M. on the following morning, when they will be transferred to the charge of the Factory store-keeper. This officer will then see that they are again sun-dried for the rest of the day in the outer Factory enclosure and are all placed under shelter before sunset, in which duty he will be assisted by a special sirdar (permanent or temporary) told off by the Factory Superintendent. It will also be his duty to thoroughly examine the whole of the chests, lids, compartments and mats, to sun-dry the latter during the course of the day, and to satisfy himself that no chest, lid or compartment, &c., is passed into the inner Factory enclosure which is not properly dry and fit for packing.

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* These trains leave as follows:—Taking 1,000 chests sent from the Factory on Monday and Tuesday mornings, on Tuesdays (at noon); on Thursdays (at noon) taking 1,000 chests sent from Factory on Wednesday and Thursday mornings; and on Sunday taking 1,000 chests sent from the Factory on Friday and Saturday. In case of stoppage of packing by rain, &c., early intimation should be given to railway authorities to prevent demurrage.

† All chests and lids, whether hand or machine-made or received from contractors, will be serially numbered and will be stamped with the month and year of manufacture or receipt.

Damp chests and lids.

320. Chests and lids suspected of being damp or presenting a mildewed surface will be chipped with an adze, in order to determine whether the dampness—

(*a*) is superficial owing to surface condensation of atmospheric moisture,
(*b*) is due to the wood being unseasoned,
(*c*) is due to the chests and lids being wetted by leakage.*

Water stains.

321. The carpenter and the sirdar will ring with a chalk mark any water stains found by them on the chests or lids. These will all be inspected by the store-keeper, and if on examination the chest or lid so marked is found to be dry and fit for use, he will pass it for packing by adding his initial inside the chalk ring. This mark will be allowed to remain permanently on the chest or lid as evidence of the stain having been noticed and examined.

Rejected chests and lids.

322. If the store-keeper passes the chests and lids as fit for use, he will cause the chests to be arranged in the caking room and to be serially numbered (the first in each packing season being No. 1) for next day's packing. The chests and lids will be locked up for the night in the caking room.

Should he, however, consider that any chests or lids should be rejected as unfit for present use, he will set them aside for the inspection and orders of the Factory Superintendent. If the Factory Superintendent directs chests and lids so set aside to be rejected, he will cause his orders, the reason therefor, and the date to be noted in chalk upon each article, and the store-keeper will forward to the Superintendent, Chest Department, a memorandum, signed by the Factory Superintendent, stating the number of each article so returned, and the reason for its rejection.

Issue and preparation of trash for packing.

323. Trash will be issued on indent (Factory Form No. 35) [which will show the number of chests to be packed and the rate of trash per chest (about 20 seers), plus one seer per chest excess for wastage], by the Trash Assistant at about 10 A.M. on the morning before it is required for packing.

On its removal from the godown he will, with the help of his sirdar, have it (and the bags in which it is to be packed) spread out on the brick-on-edge floor and frequently stirred by rakes, so that the whole quantity may be exposed to the action of the sun.

Any trash found to be damp, musty, or heated he will at once reject as unfit for packing purposes, and should there be any about

* In either case the chest or lid (if found to be damp) will be returned to the Chest Department. In case (*a*) a few days' sun-drying will render the article fit for use. In case (*b*), the defect being of a more permanent nature, the article will be returned to stock and will not be again issued for use until the ensuing season. If the dampness is superficial, the deeper the incision, the drier the wood will be found to be. The contrary will be the case if the dampness is due to the wood being unseasoned. Unseasoned sâl wood may be further recognized by the pink, fleshy appearance (which will be found to extend throughout the length of the plank) presented by the interior of the wood. If, however, the wood has been wetted after being properly seasoned, this sign will be absent. The dampness will also extend only to that portion of the plank which has been exposed to the action of the water.

which there is any doubt, he will bring it to the notice of the Factory Superintendent.

Trash Assistant's examination.

324. The Trash Assistant is responsible that only trash thoroughly dry is passed through the thermantidote, after winnowing. He will have it stored in dry bags in a godown until the morning on which it is required for packing, when the bags will be removed at the ringing of the first bell and emptied out upon an oil-paulin and the contents carefully examined by a parakhia, bag by bag, before it is passed for packing.

Testing of trash on steam table.

325. On the morning of each packing day the Trash Assistant will cause two or more samples of 5 seers each to be taken from the bags containing the sun-dried trash to be sent to the laboratory, where each sample of 5 seers will be carefully weighed, steam dried at 200° Fahrenheit, and reweighed. The result of the steam-drying will be reported to the Factory Superintendent in Factory Form No. 99 for his orders. Should the loss in weight exceed 6 chittacks (per 5 seers), the trash will not be used for packing until it has again been dried in the sun and has been found by assay to be fit for use.*

Observation of atmospheric humidity.

326. At 9 A.M. of each morning (Sundays and close holidays excepted) the Assistant Factory Superintendent, after observing the thermometers, barometer, the direction of the wind, and general appearance of the weather, will inform the Factory Superintendent, who will decide whether packing is to proceed or not. If he decides that packing is to go on, he will give orders for the first bell to be rung at 9½ A.M.

Rainy weather.

327. Packing will go forward on dry days only, and it will be suspended during damp, cloudy, or rainy weather, that is, when the relative humidity of the atmosphere exceeds 75° (as calculated by Blandford's tables). In the event of rain, packing will not be resumed till after the lapse of three full days. During packing a daily record will be kept by the Assistant Examiner in Factory Form No. 99 of the temperature shown by the wet and dry bulb thermometers, of the humidity of the atmosphere (calculated by Blandford's tables), of the state of the sky, and of the direction of the wind; the observations being taken daily immediately before the commencement and at the close of the day's packing.

Establishment at weighing scale.

328. Four scales will ordinarily be worked during packing, numbered from I to IV, and to every two scales, *i.e.*, to every 250 chests, the Factory Superintendent will appoint one assistant. At each scale there will also be two cake examiners (to examine and pass the cakes before being placed on the scale), two cake-makers (who will receive the cakes from the two examiners and load them on the scale), a weighman and two beldars (to change the weights from one scale to the other, and to pass the weighed cakes, two at a time, to the packers).

* If it should ever happen, owing to the season being one of unusual humidity, that packing has to be deferred in consequence of this rule, the matter will be at once reported to the Agent for orders. Every effort must meanwhile be made by means of sun-drying to render the trash fit for packing.

To pack the chest there will ordinarily be one first-class packer, two beldar-packers, and two cake-makers' boys. There will also be a "number boy" for each scale (to compare the ticket number and the chest number and to place the tickets in the chest, and three other boys, two to supply the trash, and the third to supply the mat and compartments as they are required).

Packing ticket.

329. Before each day's packing begins, a ticket bearing the Agent's signature, lithographed (Factory Form No. 98), will be prepared for each chest. The ticket will show the date of packing, the number of the chest for which it is intended, the caking consistence of the 40 balls it contains, and their weight at the packing weight for the day.* On the reverse of the ticket will be three certificates, the first of which will be signed by the officer in charge of the scale, the second by the officer who supervises the nailing down of the lids, and the third by the Factory Superintendent.†

Packing bells.

330. As soon as the first bell rings (at 9½ A.M.), the boys will begin to remove the cakes from the godown, under the supervision of the godown sirdars and of the assistant in charge of the godown. The cakes will be taken out of their cups and arranged on a bed of trash in the verandah (or on a shady side of the godown) in "jettas" of 500. When the second bell rings at 9-45 A.M., they will be carried, jetta by jetta, in barrows holding 20 cakes each‡ to the packing room, where they will be laid out on a bed of trash behind the scales. The third bell will be rung at 10 A.M., when the work will begin for the day.

Faulty cakes.

331. The examiners will be seated on a bed of trash; they will carefully examine each cake for soft places or other faults, such as cracks, bruises, grub-holes, &c, and will pass on the sound cakes to the cake-maker at the scale, who will gently place them on the scale pan. Faulty cakes will be marked with chalk at the place of the fault, and will be set aside for return to the godown at the close of the day's packing.

Weighment of cakes.

332. The 40 cakes for each chest will be weighed, 20 at a time, against a weight equal to one-half of the packing weight for the day. Should any lot of 20 cakes be found either too heavy or too light, a few cakes will be removed and replaced by others, so as to adjust the weight. In no case must any lot of 20 cakes be less than one-half of the packing weight for the day. Should the cakes run heavy, and delay thus arise in the adjustment of the weight, a turn of the scale equal to 4 chittacks per chest, that is, 2 chittacks per 20 cakes, will be allowed; but this allowance

* The mode of determining the "initial packing weight" for each godown has been described in Rules 309 to 311. It is, however, to be remembered that when the time arrives for the last cakes from a large godown to be packed, they will usually be found to have lost weight from dryage. The probable amount of this loss has to be estimated (more or less by guess work) beforehand, and the "packing weight for the day" will be obtained by deducting the allowance to be made on this account from the "initial packing weight." The object of this practice is to obviate the necessity of frequent changes in the packing weight of the chests, which might otherwise have to be made from time to time as the cakes gradually lost weight from dryage. The allowance on this account will not ordinarily exceed some 4 or 5 chittacks per 40 cakes, and after an unusually rainy season will probably not need to be made.

† The Factory Superintendent's signature may be lithographed.

‡ A tally of the barrows sent from each godown will be kept by two peons.

must only be in addition to, and not in diminution of, the packing weight for the day.

Mode of packing lower half of chests.

333. By the time the 20 cakes for the lower layer have been weighed, the chest about to be packed will have been placed in position in front of the scales, across a small bar of wood, resting on a gunny pad. The trash boy will spread evenly over the bottom of the chest 2 seers of trash (measured in a small box at hand for the purpose), over which another boy will adjust one of the compartment frames. The packers and their boys will receive the 20 cakes from the beldars at the scale, and place them in their compartments. The second trash boy will throw into the chest a basketful of trash, the chest will be gently see-sawed over the wooden bar, in order to shake down the trash, and the packers and the packing boy will press the trash firmly down with their finger-tips round each ball, taking care completely to fill in the four corners of each compartment; more trash being added on as required for this purpose. The 20 cakes having been tightly secured in this manner against any displacement by jolting, sufficient trash will be added to reach just over the level of the top of the compartments. The mat will then be laid in the chest and a gauge will be applied over it in order to ascertain that the stowage has not reached above one-half of the internal depth of the chest. If this space has been exceeded, the cakes must be repacked. If the measurement proves correct, a second compartment frame will be laid in the chest on the top of the mat, and the 20 cakes for the second layer will be weighed and placed loose in their compartments. The ticket will be dropped into the chest by the number boy, and the chest will be carried to another assistant, who will superintend the packing of the upper layer and the nailing down of the lid.

Distribution of work at the scales.

334. Cakes for 125 chests will be weighed off at each scale daily. From the ringing of the third bell the weighing will commence, and be carried on without intermission, but without hurry and carefully, to the end.

To mark time a bell will be rung every half hour, and the scale Assistant, who keeps a tally of the work, will see that in no case are cakes for more than 15 chests weighed off between any two bells.

Packing of upper layer of chests.

335. For the packing of the upper layer the Factory Superintendent will appoint one assistant to every two scales, *i.e.*, to every 250 chests. As the chests from each of the two scales are brought to him, they will be arranged separately opposite a signal-board bearing the scale number, and the packing of the upper layer and the nailing down of the lids will be there completed under his supervision. To assist him in superintending this work, he will be allowed the services of two examiners of packing (one for the chests from each scale) and one sirdar-carpenter (to examine the nailing down and the dressing of the lids).

Mode of packing of upper layer of chests.

336. The upper layer of cakes will be packed in the same manner as the lower layer, except that no trash will be placed beneath the cakes, which will be allowed to rest upon the mat. The cakes having been

tightly packed, as above directed, a layer of trash will be spread over them and pressed firmly down with the palms of the men's hands. The trash will be levelled off by a flat rule about half an inch above the walls of the chests. The lid will now be laid on the top of the trash ready to be nailed down as soon as the packing has been passed by the assistant.

Nailing of lids.

337. The lid will next be nailed down* and the edges trimmed. The work will be examined by the sirdar-carpenter, who will chalk-mark faults and cause them to be remedied. The lid of each chest will then be examined by the assistant, who, should he find everything in order, will write his initial in chalk on the centre of the lid and pass the chest for dammering.

Sewing Assistant.

338. The Factory Superintendent will appoint one assistant to supervise the dammering of the lids and the sewing on and marking of the covers. Under him there will be five sirdars. Two of these will supervise the work of dammering and will examine and pass the dammering. He will also have each chest turned over (by coolies appointed for the purpose), and will examine the previous dammering on the remaining five sides, chalk-marking any fault: these will be at once repaired by dammer men. Three sirdars will supervise the sewing on of the gunny covers.

Arrangements for dammering.

339. The arrangements for dammering, such as the issue of pitch and cloth and the cutting of the cloth into strips, will be made by the store-keeper. It will, however, be the duty of the assistant in this section to see that the dammer brought to the packing room is quite hot, that no cold dammer is ever used, and that the cloth is cut beforehand into strips 4 inches and 2½ inches wide, the narrow strip for the joins in the lids and cracks, and the wide strip for the join of the lid and the chest.

Mode of dammering.

340. When a chest is passed to the dammerers, strips of cloth will be stretched over any cracks or joints in the lid and round the line of its junction with the walls of the chest and will be plastered with hot dammer. The dammering of the lid as well as of the whole of the rest of the chest† will be examined by a sirdar, and all faulty spots will be chalk-marked by him.

Damaged chests.

341. Any defects found by the sirdars in the chests themselves, such as the starting of lids or bottoms, or other damage to any part of the chest, will be marked in chalk for the inspection of the assistant. If the damage is slight and easily repairable, the assistant will have it repaired, otherwise he will bring the matter to the notice of the Assistant Factory Superintendent for orders. The number of every chest thus brought to notice as faulty will be taken down by the assistant in his note-book, and after the necessary repairs have been done, or the contents transferred to another chest (by the Assistant Factory Superintendent), as the case may be, the chest will be re-examined and initialled and passed

* Eighteen 3-inch nails are required to nail down the lid of a mango wood chest, and twenty-four 2½ inch nails to fasten the lid of a sâl wood chest.

† The dammering of the chest will be done in the Chest Department during the months of August and October.

in the usual way, the assistant initialling also the number in his note-book, as a token that the chest has been finally passed.

"Telis."

342. Before the packing season the Assistant Factory Superintendent will appoint the requisite number of telis and apportion the number of chests to be sewn by each, which will not exceed 20 in a day, and for which they will be paid at the rate of Rs. 2 per 100 chests.

The muster roll and the daily amount of work done by each will be kept up in English by the assistant in charge, and in vernacular by a muharrir. The two copies will be compared and any discrepancies reported. The English copy will be submitted daily to the Assistant Factory Superintendent for inspection and signature, and weekly to the Factory Superintendent.

The assistant and three sirdars (*vide* Rule 338) will constantly inspect the work, and the latter will be held responsible that each teli affixes a distinctive mark to chests sewn by him.

Method of sewing.

343. The gunny must be sewn on to the chest in three separate pieces (it is not to be made into a bag and then slipped over the chest). The broad piece will first be sewn round the chest, the two narrow side pieces being subsequently sewn on to it. The narrow piece for the side of the chest, bearing the number, should be left until the number has been stamped on the broad gunny piece covering the lid. The sewing must correspond to the edges of the chest, and there should be a stitch every inch, the minimum number of stitches allowed being as follows :—

30 in length.	24 in breadth.	12 in depth.

Water-marked or damaged gunny will be reported to the Assistant Factory Superintendent for orders.

Numbering of gunny covers.

344. As soon as, and not before,* the broad pieces of gunny are sewn on, will the number, which must be in an even line, be stamped thereon.

Gunny sewing not completed on any day will be finished on the following morning when the Factory is opened for despatch of chests.

Duties of Factory Superintendent.

345. Each day during packing the Factory Superintendent will, from time to time, visit the packing room and will satisfy himself that the work in all its details is being properly carried out. He will each afternoon inspect a portion of the chests and lids passed by the storekeeper before they are removed under cover for the night, and will assure himself that the examination of these articles has been properly conducted. He will also daily inspect the trash laid out in the sun to dry and the trash in process of being cleaned. Each day the Factory Superintendent will take out at random not less than one per cent., and the Assistant Factory Superintendent 3 per cent., of the chests packed during the day (either before or after the lids have been fastened down), will satisfy himself that the cakes have been properly secured in their places, and will weigh separately (*a*) the cakes and (*b*) the

* This will ensure the number on the chest agreeing with that on the gunny cover.

"The Assistant Factory Superintendent will open up the same percentage of, and exercise similar check over, the packed chests as laid down in Rule 345 for the Factory Superintendent. To save time he should give the preference, when they are available, to damaged chests which have to be repacked in his presence. His record of check-weighment should be submitted weekly for the inspection of the Factory Superintendent."

12-2-95.

trash of both the upper and lower layers in each chest. recording the results in a book kept for the purpose (Factory Form No. 100).

Duties of Assistant Factory Superintendent.

346. Packing will be conducted under the general superintendence of the Factory Superintendent, under whom the Assistant Superintendent will be in direct executive charge. It will be the duty of the latter officer to be present during the whole time packing is going on, and to maintain an active supervision over the work in all its stages. He will be careful to ascertain from the assistants if they have any complaints to make regarding the quality of any of the packing materials, or of the cakes. He will keep a diary, in which he will note whether any complaints of the kind have been preferred or not, the nature of the complaints, if any, by whom made, and the action taken by him. This diary will be submitted daily for the Factory Superintendent's information and orders. The Factory Superintendent will sign it, recording any remarks or orders he may consider necessary, and return it to the Assistant Superintendent. A copy of this diary will be submitted once a week to the Agent. The register of packing (Factory Form No. 101) will be kept up under the orders of the Assistant Factory Superintendent and initialled daily.

Duties of scale assistants.

347. The duties of an assistant in charge of a scale are the following :—

(*a*) To keep a proper control over the work of the examiners by occasionally satisfying himself that the cakes on the scale-pan are sound and free from faults.

(*b*) To observe the indicator needle when the weight of each lot of 20 cakes is called out by the weighman, and to notice whether the weights on the scale correspond with the weight called.

(*c*) To see that the cakes are carefully handled, and are not injured or chafed by being roughly forced into compartments.

(*d*) On the chief packer calling out "bis gootee," to see that the compartment frame contains the full number of 20 cakes.*

(*e*) To closely watch the work of the packers and boys, and frequently test the packing of the lower layer of cakes with his fingers, to satisfy himself that the trash has been well pressed round the cakes so as to firmly fix them in their places.

(*f*) To see that the gauge when applied above the mat shows that the stowage of the lower layer does not reach more than half-way up the depth of the inside of the chest.

(*g*) To satisfy himself that the chests, mats, and compartments are all dry and fit for use, and that none of them are worm-eaten, and that the trash used is neither damp, musty, nor heated He should reject any article which appears to him to be damp or of doubtful quality.

(*h*) To see that each ticket placed in a box bears his signature.

* Rules (*a*) to (*d*) apply equally to cakes of the upper or lower layer of the chest.

348. The Head Sirdar will be present at the scales throughout the time packing is proceeding, and will keep a general control over the work of the cake examiners and other subordinates at the scales. He will also render the assistants in charge of scales any aid that may be necessary.

Duties of Head Sirdar.

349. The duties of the packing assistants will be:—

Duties of packing and nailing assistants.

(*a*) To see that the full number of 20 cakes is packed in the upper layer in each chest.

(*b*) That each contains a ticket in one of the middle compartments.

(*c*) To supervise and occasionally to test the work of the packers in the manner directed in Rule 347(*e*).

(*d*) To see that the covering layer of trash is well pressed down by the packers with the palms of their hands, and that the surplus trash is levelled off at the proper height above the sides of the chest.

(*e*) To examine each lid before it is nailed down, and to reject all lids which appear to be faulty or damp.

(*f*) To see that the full number of sound nails are used for each lid, and that the lid is properly fitted to the walls of the chest, care being taken that no trash is allowed to intervene.

(*g*) Finally, to initial each lid (with chalk)—a sign that everything is in order and that the lid is ready to be dammered.

350. On the morning after the packing, when the sewing has been completed, the sewing assistant will tally the chests with the help of printed tally sheets (Factory Form No. 102), the sirdar calling out the numbers on the chest and chalk-marking each as he does so, the assistant running a coloured pencil through the number on the tally sheet.

Tally of chests.

351. At the close of the day's work at the scales, the scale assistants will fill up the necessary forms (Factory Forms Nos. 103 and 104) showing full details of the work done at the scales, viz., number of chests packed, number of cakes rejected, and the names of the examiners, weighmen, and packers at the different scales. They will also sign the certificate (Factory Form No. 105) and fill in the hour at which packing began and ended at their scales.

Packing forms Nos. 103, 104, and 105.

The assistants in charge of the packing of the upper layer and nailing down of chests and the sewing assistant will sign the certificate (Factory Form No. 105) before they leave the Factory.

352. The assistant in charge of the issuing godown will, in company with the head sirdar and in the presence of the scale assistant, count over the rejections at the scales, and if the number agrees with that entered in column 6 of Factory Form No. 104, he will also initial the form in token of having taken over charge of the rejected cakes. He will then have them conveyed to the cake godown, where they will be put up on the

Cakes rejected at scales.

PAGES 85 to 87, Chapter XVII, Rules 356 to 363 :—

Substitute the following revised rules for the above rules :—

"356. A muharrir shall daily write up Factory Form No. 107 in duplicate, showing the number of chests loaded on each cart, and shall give the cartman the duplicate copy, which will be his voucher for payment. These tickets will be filed in the Factory Superintendent's office when the cartmen have been paid.

Tickets for cartmen.

When 16 carts have been loaded, and the chests on them counted by the muharrir and the chaprasi detailed for this duty, they shall be allowed to start, under the escort of a head-constable and two constables.

The head-constable shall, before the carts start, count the carts and chests loaded thereon, and grant a receipt for them to the muharrir in charge.

The muharrir shall also hand to the head-constable a statement showing the number of carts and chests despatched under his escort.

On delivery of the above to the head-constable in charge at the Patna Railway station, the latter shall hand to the head-constable, who escorted the chests, a receipt for same, which shall be brought back by him to the Factory and made over to the Head-clerk of the Factory Superintendent's office for record."

6-4-1903.

racks again in cups for subsequent repairs, and will enter in his godown register the number of cakes packed from the godown, the number rejected, and the total number of rejected and sound cakes remaining in the godown.

The Assistant Factory Superintendent will at the close of the day's packing write up his general register of cakes, showing the number packed and the balance remaining in the Factory.

Despatch of chests.

353. Despatches of chests to Calcutta are usually made (by arrangement with the Railway Company) in consignments of 500 a day. No chests will be despatched on damp, cloudy, or rainy days. In the event of its being necessary to suspend despatches, owing to unfavourable weather or other cause, the Factory Superintendent will give immediate intimation of the fact to the railway authorities.

Supervision of despatch and tally of chests.

354. The two assistants packing the upper layer will supervise the despatch of the chests from the Factory. It will be the duty of these officers to see that the chests are carefully loaded into the carts in which they are to be conveyed to the railway station, and that they are not roughly handled by the coolies. Two clerks will keep the tally of the chests as they pass out of the Factory. They will be provided each day with a printed list of the numbers of the chests to be despatched. As each chest leaves the Factory premises they will strike its number off this list, and they will sign the sheet at the conclusion of the day's work.

Ten per cent. of packed chests to be weighed.

355. Before the chests leave the Factory, ten per cent. of each despatch will be taken at random by the clerks, and will be weighed in their presence, chest by chest, under the supervision of the assistants in charge of despatch of chests. The weight and number of each chest will be entered in a register (Factory Form No. 106), which will be daily submitted through the Assistant Factory Superintendent for the information of the Factory Superintendent.

Tickets for cartmen.

356. A muharrir will daily write up Factory Form No. 107 in duplicate showing the number of chests loaded on each cart, and will give the cartman the duplicate copy, which will be his voucher for payment. These tickets will be filed in the Factory Superintendent's office when the cartmen have been paid. The head-constable who escorts the chests to the Patna railway station will give a receipt for the number of chests on each cart.

Duties of assistant at railway station.

357. Before the despatches of the season begin, the Factory Superintendent will appoint a temporary or permanent assistant for duty at the Patna railway station, whose duty will be—

(1) to see that the coolies in unloading the chests from the carts handle them carefully;

(2) to see that the wagons are securely locked and sealed before they are made over to the police guard;

(3) to see that the police head-constable details a proper guard over the chests when being transferred from the carts to the wagons and with the train.

Damaged or damp chests.

358. Any chests found to be badly damaged or showing marks of damp will be at once returned by the assistant to the Factory in charge of a police constable, together with a short report detailing the circumstances, for the information of the Factory Superintendent.

Where the damage is slight, such as the starting of a lid, &c., repairs will be executed by a carpenter and a teli, who will be present on the spot, in presence of the assistant, who will enter all such chests and their number in his report (Factory Form No. 108), which he will submit daily to the Factory Superintendent.

Police guard.

359. The necessary police guard to be indented for by the Factory Superintendent prior to the beginning of despatches will be—

(*a*) One head-constable and eight constables to escort and guard the chests from the Factory to the wagons at Patna station daily during despatches.

(*b*) One head-constable and eight constables to keep guard day and night over the wagons at Patna station while they contain chests and until the train leaves the station.

(*c*) For trains carrying 500 chests—

One head-constable and two constables.

For trains carrying 1,000 chests—

One head-constable and four constables.

A sirdar deputed from the Factory will accompany each despatch.

Locking and sealing of wagons.

360. When the wagons are filled they will be locked and sealed with the Factory seal, and will also be sealed by the railway authorities in the presence of the assistant. The head-constable in charge proceeding to ~~Howrah~~ Calcutta will grant a receipt (Factory Form No. 109) for the number of wagons and the state of the locks and seals to the assistant, who will deposit it in the Factory Superintendent's office on his return in the afternoon. In this receipt will also be entered the names and signatures of the constables proceeding with the despatch.

Responsibility of police guard at railway station.

361. While wagons are being filled with the chests, and while they are standing at Patna station after being locked and sealed, they will be guarded by the head-constable and eight constables specially detailed for this duty. This guard will be held responsible for the number of loaded wagons and the condition of the locks and seals until relieved of their charge by the starting of the train.

Duties of head-constable and constables accompanying trains.

362. The head-constable on duty with an opium train to ~~Howrah~~ Calcutta will be held responsible that the locks and seals of every carriage are examined at each station the train stops. Should they on arrival at any station have cause to think any of the locks or seals have been tampered with, immediate notice will be given by them to the guard and station master. From the time of the starting of a train till the delivery of the despatch at ~~Howrah~~, the head-constable will retain sole possession of the keys of the wagons.

Damaged or damp chests.

Any chests found to be badly damaged or showing marks of damp shall be at once returned by the Assistant to the Factory in charge of a police constable, together with a short report detailing the circumstances for the information of the Factory Superintendent.

Where the damage is slight, such as the starting of a lid, &c., repairs may be executed by a carpenter and a teli, who is required to be present on the spot, in presence of the Assistant. who shall enter all such chests and their numbers in his report (Factory Form No. 108), which he shall submit daily to the Factory Superintendent." 6-4-1903.

Police-guard.

"359. The necessary Police-guard to be indented for by the Factory Superintendent prior to the beginning of despatches shall be—

(*a*) Four head-constables and eight constables to escort and guard the chests from the Factory to the wagons at Patna station daily during despatches.

(*b*) One head-constable and eight constables * to keep guard day and night over the wagons at Patna station while they contain chests, and until the train leaves the station, and to proceed with the latter to Calcutta.

(*c*) For trains carrying 500 chests—

One head-constable and two constables.

For trains carrying 1,000 chests—

One head-constable and four constables.

For trains carrying 2,000 chests—

One head-constable and eight constables.

A sardar deputed from the Factory shall accompany each despatch." 6-4-1903.

Locking and sealing of wagons.

"360. When the wagons are filled they shall be locked and sealed with the Factory seal and shall also be sealed by the Railway authorities in the presence of the Assistant and the head-constable, who is to accompany the train to Calcutta. The head-constable in charge proceeding to Calcutta shall grant a receipt (Factory Form No. 109) for the number of wagons

* In case of the despatch of a consignment of less than 2,000 chests, the number of the guard proceeding in charge to Calcutta will be modified as laid down in Rule 359(*c*).

363. After delivery of a despatch to the officer appointed by the Board of Revenue at ~~Howrah~~ the head-constable will take charge of the locks and keys of the train and will obtain a receipt. He and the constables will then return by the first train to Patna to be available for another despatch.

Charge of locks and keys.

364. The Factory Superintendent, on receipt of a railway receipt for the full despatch as booked from Patna to ~~Howrah~~, will make out a credit note in favour of the Railway Company for freight of the chests despatched, and will send the railway receipt to the Secretary, Board of Revenue, Lower Provinces, Calcutta.

Credit notes.

365. The Factory Superintendent will submit to the Agent, for transmission to the Board of Revenue, the following document giving full particulars of the chests despatched to Calcutta :—

Invoice and certificate form.

Invoice and certificate of chests despatched, showing distinguishing marks and the gross weight of provision opium packed (Factory Form No. 110).

CHAPTER XVIII.

ABKARI OPIUM.

Definition.

366. The opium that is manufactured at the Factory for the excise requirements of local Administrations in British India is known as abkari opium.

Annual indent.

367. Intimation will be sent by the Board of Revenue to the Opium Agent at the commencement of each year informing him what number of chests of abkari opium will be required during the coming year. To meet this indent the Factory Superintendent will set aside an equivalent amount of opium from the season's supply, allowing 10 per cent. for contingencies.

The opium thus set aside, though not equal to that reserved for provision, will be a sound drug and free from impurities.

Consistence.

368. It will be manufactured at 90° consistence (*i.e.*, between 89·75 and 90·25). High consistence opium, whenever available, will be set aside for this purpose, as it requires less drying, and is therefore more economical to manufacture.

Export of opium.

369. Opium for abkari use will be stored in special tanks in the malkhana, and issued on indent (Factory Form No. 80) in the same manner as other kinds of opium by the Assistant Factory Superintendent, who will debit in his register of malkhana exports (Factory Form No. 73) the gross quantity exported, with consistence and calculated quantity at 75° and 90°.

Similarly, on receipt thereof, the Abkari Assistant will credit the gross quantity received (with its consistence and its equivalent at 90°) in the unmanufactured side of his stock book of abkari (Factory Form No. 111). He will be responsible for its care and manufacture into abkari opium and until it is issued in chests.

Searching.

370. The opium will then be spread out in trays placed in the sun and carefully searched by hand for pieces of pottery or other foreign substances. Each tray will be searched by one cooly, whose name will be written in chalk on one side of the tray, who will keep the foreign substances found on a piece of wood.

The time allowed for searching will vary from one to three hours, and depends on the consistence of the opium, the higher qualities requiring a longer time than the lower.

The work will be checked by a sirdar with ten men, two to each tray, who will examine all the trays that have already been searched.

The pieces of pottery and foreign substances found will be collected, scraped and sent to the lewakhana to be washed.

Inspissation.

371. The opium will then be stirred up at frequent intervals, with dagarnas, and when it has, in the opinion of the abkari sirdar, risen sufficiently in consistence, he

will report the matter to the assistant, who if he considers the drug to be of 90°, will have samples taken for assay.

This is done by taking average specimens of about 2 chittacks from every five trays and thoroughly mixing them. From this a sample is taken and sent on a plate, on which the number of the sample and date are given, to the laboratory; thus if 40 trays are to be tested, 8 samples will be sent and samples will be numbered daily from 1 upwards.

Assay.

372. The opium will be assayed in the way laid down in Rules 150 to 152.

The consistence of three specimens from each sample and the mean will be entered in the register of abkari assays (Factory Form No. 66) by the Laboratory Superintendent or Assistant Opium Examiner, who will sign the register and forward the certificate of consistence (Factory Form No. 69) for the inspection and orders of the Factory Superintendent.

Caking.

373. The opium having been passed for caking will be scraped up from the trays and thoroughly kneaded by the hands and feet of the coolies, lightly smeared with oil, until the whole is reduced to a homogeneous mass. This will be cut into square-shaped blocks, each being carefully weighed against a weight of one seer, plus 30 grs. allowance for oil.* Each block will then be passed through the lever press, when it becomes a cake.

It will then again be weighed singly as above and in bulk, *i.e.*, 60 cakes at a time (the contents of a box), against a weight of 1½ maunds, plus 2 chittacks oil allowance.

If the weight is found correct, the 60 cakes will be wrapped in three coverings of Nepal paper, the inner of which is smeared with oil to prevent its adhering to the opium, the whole being tied round with string.

Packing.

374. When the cakes are wrapped up they will be weighed 60 at a time against a weight of 1½ maunds, plus 2 chittacks oil allowance, plus a weight for the wrappers and string which will be ascertained early in the day by experimental weighments. In the same verandah, and opposite the platform on which the cakes are wrapped, the boxes will be arranged. They will bear conspicuously on their sides consecutive numbers and the date of packing.

The weighments being satisfactory, 30 cakes will be packed in the lower set of compartments and those of the upper compartments (30) will not be packed until the assistant has satisfied himself that the lower set is correct.

Before closing the box the assistant will place in it a ticket (Factory Form No. 112), bearing his signature as well as that of the Factory Superintendent lithographed, showing the number of the chest and weight of the cakes and the date of packing.

Nailing, &c.

375. The chests will then be nailed down in the presence of the Assistant and dammered, and each will be surrounded by a wire† which will be made fast by a leaden seal bearing the Factory mark. They will then be examined by

* This allowance amounts to 2 chittacks in a maund and a half, *i.e.*, the contents of a chest.

† This wire should run at right angles to the direction of the wood, and the assistant should see that the direction of the wood in the lid and bottom is the same.

the abkari sirdar, who will chalk-mark them if found correct, after which they will be sewn up in gunny, numbered and stacked in the godown in the abkari yard.

Washings.

376. During manufacture, washings from the hands of coolies, tagars. &c., will be collected in vessels and sent to the lewakhana, the appropriate debit and credit entries being made in the books of the Abkari and Lewa Departments.

Register of packed chests.

377. Daily, when packing is over, the Abkari Assistant will enter in his register of packed chests (Factory Form No. 113) the date of packing, and number of each chest (which will be numbered consecutively), as well as the number of cakes in each, with consistence, &c.

He will also credit the number of chests packed and cakes in the manufactured side of his stock book, showing the equivalent opium at 90° as expended in the unmanufactured side of the same.

Issue of chests.

378. Abkari chests will be issued from the Factory on indents from the Board of Revenue or Collectors of Districts received through the Opium Agent. The issue order will be entered in the abkari order book (Factory Form No. 114, kept in the Factory Superintendent's office), and communicated to the Abkari Assistant, who will issue chests in the order of their manufacture. These will have the addresses marked on them, and be weighed, the date of issue, destination, &c., being entered in Form No. 114, from which the assistant will write up an invoice (Factory Form No. 115) for each issue, which he will sign and submit to the Factory Superintendent. He will also strike off from the manufactured side of his stock book of abkari the number of full chests and cakes issued, which will correspond with the number in the abkari order book.

Receipts.

379. The Factory Superintendent will then forward to the consignee the railway receipt for chests, the invoice from the Abkari Assistant, which he will sign, and the receipt in triplicate (Factory Form No. 116), to the indenting officer, who will sign the latter in triplicate and return it.

Of this receipt the triplicate copy will be kept in the office and the original and duplicate copies forwarded to the Agent.

At the end of each month the Factory Superintendent will submit to the Agent a statement (Factory Form No. 117) showing the quantity of abkari opium supplied.

Stock.

380. Every effort should be made to have all the opium in hand manufactured before the end of the season.

Should, however, any remain unmanufactured, stock should be carefully taken and the result reported to the Agent, and sanction obtained for having the stock adjusted, if necessary.

Duties of Abkari Assistant.

381. The Abkari Assistant will take suitable precautions to guard against the accumulation of inflammable materials, chips, rags damped with oil, &c., &c., and will daily inspect his godowns with this object.

He will also be careful to examine the opium received for manufacture, and if in his opinion it contains an excessive amount of pussewa, or is otherwise unfit for caking, he will report the matter to the Factory Superintendent.

Page 90, Chapter XVIII, Rule 378 :—

Substitute the following *for* the words "an invoice (Factory Form No. 115)" in the ninth and tenth lines of this rule :—

"An invoice in Opium Form No. VIII (*a*) (Factory Form No. 115)." 15-9-1901.

"379A. A monthly statement showing the quantity of excise opium manufactured at, and supplied from, the factory, shall be submitted to the Board of Revenue in form No. 111A. by the first week in each month."

CHAPTER XIX.

MEDICAL OPIUM.

Medical opium.

382. Opium for the use of the Medical Department of Government will be manufactured at the Patna Factory. It will be prepared from opium specially selected from the season's supply on account of its excellence in colour, aroma and texture, the absolute purity of which has been ascertained by analysis. Its issue for this purpose will be formally made by the Assistant Factory Superintendent from the malkhana by weight, the appropriate entries being made in his malkhana export register and stock book, as well as in the medical opium stock books (Factory Forms Nos. 118 and 119) kept by the Assistant Opium Examiner.

Cakes and powder.

383. Medical opium will be supplied in one of two forms, either (i) in cakes of 2 lbs. each wrapped in three folds of Nepal paper in the same manner as abkari cakes, or (ii) in the form of powder which will be obtained by drying the opium on steam tables. In either case the work will be supervised personally by the Assistant Opium Examiner.

Mode of manufacture.

384. For the manufacture into cakes the opium will be evaporated in shallow wooden trays up to a consistence of 90° inside the laboratory, where it will remain during the whole process of manufacture. It will not be exposed to the sun, as abkari opium, nor will it be trodden by foot, but it will be worked entirely by hand, the opium in each tray being set up in small ridges, which will be broken down and remade about every third day, until it reaches the required consistence, when it will be converted into cakes in the press, a very small amount of poppy oil being used for lubricating the moulds and hands.

In the powdered form the opium will either be placed at once in glass stoppered bottles, or it will be soldered down in tin cases, each holding 10 lbs. of opium.

The manufactured quantities will be brought on his stock book by the Assistant Opium Examiner, in whose charge the stock of medical opium will remain.

Indents.

385. Medical opium will be issued by the Factory Superintendent to the Medical Store Departments of Government, to Native States, or to private dispensaries on payment, on indents received through the Opium Agent.

Indents from the Government Medical Stores will be submitted by the Surgeon-General with the Government of India through the Board of Revenue. The supply of medical opium to Native States or private dispensaries will only be directed by the Opium Agent after sanction of the Board of Revenue. On receipt of the Factory Superintendent's order the Assistant Opium Examiner will arrange to issue the required quantities, and will write them off his stock book. Before these

consignments are packed up, the Factory Superintendent should satisfy himself as to their quality and soundness by personal examination.

Value.

386. When medical opium is issued to any Government medical stores, the value will be adjusted inter-departmentally in the manner laid down in Rule 22, Chapter V of the Civil Account Code.

In the Agent's office the value of the issues will be shown in the list of payments by a corresponding credit in the monthly cash account.

The entry in the list of payments will be supported by the invoice receipt, from the receiving officer, and the necessary adjustment will be made by the Accountant-General, Bengal.

When supplies are made to private dispensaries or parties under the orders of the Board of Revenue, the value of the opium supplied will be realized in cash and credited in the cash account with full particulars.

CHAPTER XX.

CONTRABAND OPIUM.

Definition.

387. "Contraband" opium is illicit opium confiscated by order of a Magistrate and declared by the Civil Surgeon of the district in which it is found to be "fit for use," *i.e.*, to have a marketable value.

Despatch of parcels from District Officers.

388. Opium of this description will be forwarded in sealed parcels by the Magistrate to the Opium Examiner* and be sent by registered post unless too large.

The forwarding officer will draw out in duplicate a docket, appendix A, giving the weight of the parcel and its contents, the number of seals on the parcel, and a *fac-simile* of the seal (on duplicate copy only). Of these he will retain the original and send the duplicate to the Factory Superintendent.

To the parcel he will also affix a label (appendix B), which besides the address will give the number of the parcel, the district from which it is despatched, and date of despatch, for ready identification with the forwarding docket.

Contraband register.

389. Parcels on receipt will be examined by the Head Clerk, and if in order columns 1 to 5 of the contraband register (Factory Form No. 120) will be filled in and forwarded with the parcels and forwarding docket to the Assistant Opium Examiner.

Examination.

390. That officer will examine the condition of each parcel and weigh it. He will remove the cover and carefully weigh the contents, filling in columns 6 to 9 of the contraband register, and then test the opium as laid down in Rules 159 to 169 and ascertain its consistence by hand parakh or assay, entering it in column 10. Opium that is marketable, though unfit for factory use, he will enter in column 12, and that not marketable in column 13. The quantities set aside for different purposes will be entered in columns 14 and 17 and initialled by the Opium Examiner; remarks regarding the composition, quality, or purity of a parcel will be entered in column 18.

391. The parcels set aside for abkari or lewa will be sent by the Assistant Opium Examiner to the assistants concerned, together with the contraband register, which they will sign in column 19 as an acknowledgment for the amounts received by them and return to the Assistant Opium Examiner.

The quantity received by assistants will be entered in their respective stock books.

* In the North-Western Provinces and Oudh confiscated opium is sent to the Ghazipur Factory and in Lower Bengal to the Patna Factory.

392. The Assistant Opium Examiner will enter the weight of the contents of parcels found unfit for Factory use in column 10 of his stock book of confiscated opium (Factory Form No. 58), affixing his initials in column 19 of the contraband register opposite the amount. The parcels will be placed in the deposit room under his charge, and dealt with as laid down in Rules 171 and 182.

393. When the opium is disposed of, the Assistant Opium Examiner will return the contraband register and forwarding dockets to the office, from which the Head Clerk will prepare, for the Factory Superintendent's signature, replies to the despatching officer in Factory Form No. 121 or 122, as the case may be, detailing the result of examination of each parcel. The number and date of such replies he will enter in column 20 of the register of contraband opium.

CHAPTER XXI.

FIRE-BRIGADE.

Fire-Brigade Assistant.

394. The Fire-Brigade Assistant will be in immediate charge of the firemen, the reservoirs, the manual engines, the hydrants, the extincteurs and their appurtenances, and will be responsible for their proper working. The Saw Mill Engineer will be responsible that the steam fire-engines, pumping engines, and laboratory boiler are kept in proper working order.

Strength of Fire-Brigade.

395. There will be two steam fire and two manual engines, of which the former will remain in the Saw Mills and the latter in the Factory—one in the verandah at the entrance thereof, and one inside near the main gate. The fire-brigade will consist of—

1 Native steam fire-engine driver. 1 Khalassie.	2 Mates. 48 Firemen (beldars),

which will be divided into two companies as follows:—

FACTORY COMPANY.

1 Khalassie.	1 Mate.

24 Firemen.

SAW MILL COMPANY.

1 Native steam fire-engine driver.	1 Mate. 24 Firemen.

Relief of Fire-Brigade.

396. The duties of the brigade will be as follows:—

6 A.M. to 9 A.M.—Half of each company will be present.
9 A.M. to 12 noon.—The other half of each company will be present.
12 noon to 5 P.M.—Both companies will be present.
5 P.M. to 7 P.M.—Half of each company will be present.
7 P.M. to 9 P.M.—The other half of each company will be present.
9 P.M. to 6 A.M.—Both companies will be present.

The order of relief will be changed every week, the company which went first in one week going second in the week following.

This will ensure one set, consisting of a steam fire-engine driver or a khalassie with one mate and 24 men, being constantly present, and the whole brigade during working hours and at night. At night they will sleep in quarters provided them in the Factory and Saw Mill.

Selection of fire-brigade beldars.

397. The firemen will be selected from the able-bodied cooly establishments of the Factory by the Factory Superintendent himself, preference being given to those men who have their homes near the Factory. These men will be paid an allowance at the rate of Rs. 1-8 a month for this duty, and will in addition be always employed in the cooly establishment of one or other of the departments of the Factory, in preference to others.

Muster-roll of fire-brigade.

398. A muharrir will call the roll of the fire-brigade every night at 9 P.M., entering those present in a muster-roll, which he will submit for the inspection and initials of the Fire-Brigade Assistant, who will check it by occasional visits during the night. He will report the result of these visits in Factory Form No. 123, and also himself keep a roster of the men.

Drilling.

399. The firemen will be drilled regularly once a week at the hand engines and extincteurs, serving out hose, handling ladders, buckets, &c., and once a month at the two steam-engines, which should be worked alternately. The Fire-Brigade Assistant will be held responsible that every member of the brigade understands all the details of the work except the actual engine-driving, and that each section be so trained that each man in it knows thoroughly the special work that would be allotted to him in case of a fire and where to fall in when the alarm is sounded.

Steam fire-engines.

400. The steam fire-engines will always have fuel ready in the fire-box and water in the boiler, so that in case of an emergency no time will be lost in getting up steam. The engine lamps will always be kept ready trimmed and on the engines, so as to be ready for use at a moment's notice. Each mate as he comes on his tour of duty will inspect the fire-box, boiler and lamps, and will report to the Saw Mill Engineer as to their condition.

Hydrants.

401. All the hydrants will be numbered and will receive their supply of water from the large water tanks to the east of the Factory. The Fire-Brigade Assistant will constantly examine the hydrants and see they are in proper working order. When these tanks require refilling, he will report the fact to the Factory Superintendent, who will order the Saw Mill Engineer to employ one of the steam fire-engines in filling the outside tanks, as occasion requires. The tanks will be under the immediate charge of the Fire-Brigade Assistant, who is responsible that they are kept in proper order.

Alarm bell.

402. In the event of a fire breaking out in the Factory or its vicinity, the alarm bell will be rung continuously until the Fire-Brigade with their engines and appliances have assembled. All assistants and other permanent employés who may be on the spot or in the neighbourhood will be expected to answer the alarm and to assist to the best of their power in extinguishing the fire.

Extincteurs.

403. The extincteurs will be numbered consecutively, and as a safeguard that they are all in good working order, one of them will be worked in rotation every three months in the presence of the Factory Superintendent and thoroughly examined and recharged if it is found not to need any repairs.

Absence from station.

404. The Saw Mill Engineer and the Fire-Brigade Assistant will on no account leave the station without first obtaining the permission of the Factory Superintendent. Such permission will only be given when there is a Factory Assistant on the spot with sufficient mechanical knowledge to work the engines.

Fortnightly reports.

405. Every fortnight the Saw Mill Engineer and the Fire-Brigade Assistant will submit to the Factory Superintendent a combined report (Factory Form No. 123) on the working of their departments. The report will contain information on the following points:—

(*a*) Condition of the fire-engines and their appurtenances, and the repairs (if any) done to them during the fortnight.
(*b*) Attendance of the firemen.
(*c*) Weekly drills.
(*d*) Condition of reservoirs.
(*e*) Condition of the pumps and the pumping boiler and laboratory engine. This report does not do away with the necessity of submitting reports during the fortnight if special circumstances call for them.

CHAPTER XXII.

FACTORY GUARD.

Police guard.

406. The Factory is protected by a police guard* under the control of the Assistant Superintendent in charge of Patna city, who will issue all orders relating to their discipline, drill, &c. A copy of the undermentioned rules for the protection of the Factory will be furnished to the guard in Hindi through the Assistant Superintendent.

407. The Inspector or Sub-Inspector is in general charge of the guard, and his duties are to ensure the thorough efficiency of the force as regards—

(*a*) knowledge of sentry duty with special reference to Factory rules;
(*b*) protection against theft and burglaries;
(*c*) protection against fire;
(*d*) protection against mutiny or rioting on part of the Factory employés;

and he is reponsible that all the rules relating to the guard and to the security of the Factory are strictly carried out.

Sentry posts.

408. The sentry posts in the Factory will be as follows:—

(1) At the sadar gate.
(2) Guard room.
(3) West gate† at day-time and Factory Superintendent's house at night.
(4) Treasury.
(5) Laboratory gate at day-time, stores at night.
(6) North-east corner of the Factory Superintendent's office.
(7) Mustering gate at day-time, and at key-box at the Factory Superintendent's house at night.
(8) North gate.
(9) North wall near caking room and diamond godown.
(10) North-east corner of the Factory.
(11) Sunderban gate.
(12) East gate at day-time, and leaf and trash compound gates at night.
(13) Main gate.
(14) Saw mill east gate.
(15) Saw mill south gate at day-time, engineer's gate at night.

* The strength of this is one Inspector or Sub-Inspector, two head-constables, and 64 constables.

† This gate will be closed at sundown.

409. A sentry before taking over his post will examine the locks on all gates and buildings placed under his charge, and at once bring to the notice of the head-constable of the relief any irregularities he may notice; once posted, he will on no account leave his post until properly relieved. During the heat of the day and during rain a sentry may take advantage of his sentry-box or any shade within his post.

Duties of a sentry.

The Sub-Inspector will be held responsible that no sentry is posted to the same post twice in succession, that the post a sentry is to get is not known to him beforehand, and that a record is kept up regularly of all postings for reference, if necessary.

410. When it is necessary to remove property of any description from the Factory, it will be passed out through the west gate only, and the head-constable on duty will be held responsible that it is accompanied with a pass (Factory Form No. 124) duly countersigned by the Factory Superintendent.

Pass.

The exceptions to this rule are—

(*a*) property belonging to the Public Works Department, in which case the head-constable on duty must satisfy himself that it belongs to that Department, and that it is covered by a pass drawn out by the Executive Engineer or his authorised subordinate and countersigned by the Factory Superintendent.

(*b*) packed provision chests which may be passed out by the west gate.

(*c*) refuse and other Factory property sold by auction and lying in the leaf compound which is covered by a sale ticket.

411. If a sentry has reason to suspect that an attempt is being made to break into the Factory, he will instantly raise an alarm and do all in his power to prevent the escape of the burglars.

Alarm for burglary.

412. If a sentry discovers, or has reason to suspect, that any building in the Factory or its vicinity is on fire, he will immediately report the matter to the head-constable on duty at the guard-room, the word being passed quickly and quietly from sentry to sentry, The head-constable will at once report the matter to the Factory Superintendent and will cause the alarm bell to be rung.

Alarm bell to be rung for fire.

413. A sentry on duty at the gates or inside the Factory will not permit any one to pass with a lighted cigar or pipe or a lighted article of any description, except authorized Factory lanterns. Should no heed be paid to his remonstrances, he will at once pass the word from sentry to sentry to the head-constable at the guard-room, who will report the matter to the Factory Superintendent through the Sub-Inspector.

Smoking prohibited.

414. The Sub-Inspector of the guard will be held responsible that every member of the force is fully acquainted with these rules, as well as such portions of the rules regarding search, musters and establishments as affect the force.

Police Inspectors' responsibility.

Senior officer's report.

415. Each morning, before the Factory is opened for work, the Sub-Inspector or the senior officer present will in person report to the Factory Superintendent that the Factory has been opened, and that after examination he finds everything in order or otherwise. And every evening when the Factory is closed and the gates are locked, the head-constable on duty will in person lodge the keys of the key-boxes and gates, with the exception of the west gate,* at the Factory Superintendent's house, where they will remain in the key-box until taken away by him next morning.

* The key of this gate will remain with the officer in charge of the guard, who will be ready to produce it without delay in case of emergency, such as fire.

419 "All articles issued on indent either to district officers or to other departments of the factory will be struck off stock in the stock-book, and will be brought on to the stock-book of the officer or department to which they are issued. It may in exceptional circumstances be requisite to issue articles either for a few days only or under other circumstances in which they will not after issue come on to the stock-book of an officer of the Opium Department. Such issues will not be struck off the factory stock-book, but will be entered in a loan register (form appended) under the initials of the store-keeper and the Factory Superintendent. Articles so issued should not, without the special sanction of the Factory Superintendent, be allowed to remain on loan for more than a month. Their return will be noted in the loan register under the initials of the store-keeper and Factory Superintendent.

"A fresh loan register will be opened each year, articles out on loan at the end of the preceding year being transferred to the new register." 8-8-99.

CHAPTER XXIII.

STORES.

Store keeper.

416. The store-keeper will be in charge of all stores received at the Factory, except opium, leaves, trash and chemicals,* and responsible for their safe custody.

He will satisfy himself that all articles brought on to the books are in sound condition and of the quality required by the department, reporting the matter to the Factory Superintendent where this is not so.

417. Stores will be of two kinds—

(1) Those indented for by the Factory Superintendent on the Secretary of State through the Opium Agent and the Board.

(2) Stores of Indian manufacture obtained—
  (*a*) in the open market;
  (*b*) from Government factories.

Whenever the quantity of stores required is large, tenders will be publicly invited for the supply, and contracts will be entered into by the Factory Superintendent with the approval and sanction of the Opium Agent.

Checking of invoices.

418. All stores received in the Factory will be weighed or counted and checked with the invoice or indent, as the case may be, by the store-keeper personally, and then credited in the "day-book of stores received" (Factory Form No. 125), such credits being supported by the indents or invoices duly attested by the store-keeper in token of the articles having been received. Valuable articles or those of European manufacture will on receipt be inspected by the Factory Superintendent, and the cases opened in that officer's presence. Each description of stores will then be credited on its proper page in the store ledger† (Factory Form No. 126).

Factory indents.

419. Stores will be issued on indents (Factory Form No. 127) only which have been signed by the Factory Superintendent, and will be submitted through the Assistant Factory Superintendent in departments under him. Stores thus issued will be at once entered in the day-book of stores issued (Factory Form No. 128), and at the close of the day in the store ledger as in the case of stores received, the entries being supported by the indents duly receipted by the indenting officer.

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* Cups may at the discretion of the Factory Superintendent be placed in charge of another assistant for convenience.

† Articles manufactured at the Factory workshop should be similarly brought on the store book.

420. District Officers requiring weighment or chemical stores will submit indents in duplicate (Factory Forms Nos. 129 and 130) not later than October in each year to the Factory Superintendent, who will check them, noting particularly the quantity of each article remaining in stock and the necessity for further supplies before passing them.

District indents.

When there is no satisfactory reason for the issue of any items in the indents, the matter will be referred to the Agent.

The Factory Superintendent will direct the return to the Factory of all articles declared unserviceable, and all articles issued to District Officers will be stamped with the date of issue, and will be forwarded under invoice (Factory Form No. 131), which the District Officer will sign on receipt of the consignment and return to the Factory Superintendent.

421. Assistants requiring articles of dead stock temporarily for manufacturing or other operations will indent for them separately, and when no longer required will return them to the Store Department accompanied by a chalan (Factory Form No. 132).

Articles returned.

The store-keeper will examine the articles, compare the numbers with those in the original indent, and note any discrepancies or damage for the orders of the Factory Superintendent before the articles are brought on to the books.

422. The day-books and the store ledger will be kept up by a muharrir of the Factory Superintendent's office, and the store-keeper will check each item of receipt or issue with the corresponding invoices or indents, and compare the entries in the ledger with those in the day-books. He will also check the balances of each item in the ledger, and will initial every item of receipt or issue in all three books.

Store books.

423. The Factory Superintendent will inspect the store books occasionally, and will check certain items which he will select at random. The office will check the store books periodically, as the Factory Superintendent may direct, with reference to particular articles.

Inspection of store books.

424. The stock of stores will be taken yearly before the 31st March, and a detailed statement (Factory Form No. 133) of the stores in which there is an increase or decrease compared with the book balance, together with an explanation of the reason thereof, will be submitted to the Agent, who will direct the manner in which the discrepancies are to be adjusted.

Stock.

425. Articles found to be unserviceable when stock is taken will be inspected by the Factory Superintendent, who will, with the Agent's sanction, direct them to be sold by auction, the amount recovered being paid into the treasury and credited to Government.

Unserviceable articles.

Such sales, with the result, will be entered in a register (Factory Form No. 134), a copy of which will be kept by the store-keeper and submitted for the inspection of the Factory Superintendent. The total of unserviceable articles sold during the year will be reported to the Agent at the same time as the result of stock-taking—*vide* Rule 424.

426. The following returns in connection with stores will be submitted to the Opium Agent by the Factory Superintendent:—

Returns.

(*i*) Estimate of probable requirements of European stores for the next financial year (Factory Form No. 135), to be submitted in July.

(*ii*) Indent for European stores (Factory Form No. 136) for the next financial year, to be submitted in November.

(*iii*) Annual statement (Factory Form No. 137) of expenditure of stores of European manufacture, to be submitted at the close of the financial year.

(*iv*) Annual plus and minus memorandum of dead stock (Factory Form No. 138), to be submitted at the close of the financial year.

(*v*) Stock book of dead stock (A. G. B. Form No. 158, New), to be submitted every fifth year (31st March 1891, 1896, &c.)

CHAPTER XXIV.

CUPS.

Receipt and issue.

427. The receipt and issue of cups will be under the control of the store-keeper or of a permanent Factory assistant.

Contracts.

428. Contracts for cups will be given out yearly early in January for an amount sufficient to fill the godowns, and they should all be delivered, if possible, before the rains set in.

Before giving contracts the Factory Superintendent will satisfy himself of the ability of the contractors (a list of whom will be kept at the Factory) to supply the full number of cups, and bear in mind the manner in which they fulfilled the previous year's contract.

Wooden measures.

429. A brass model cup will be kept in the Store Department. Fitting it there will be a model wooden measure. This, if it fits a cup, shows that it is of the proper size. It is therefore used in parakhing the cups, and three *fac-similes* of it will be issued for use in the cup department and one to each contractor to enable him to ascertain the size required.

Yearly before contracts are given out the store-keeper will call in and examine the measures lent to contractors, fitting them to the model brass cup. Those worn or broken will be replaced, a report being made thereon to the Factory Superintendent.

430. Cups will be brought by contractors in fine weather only and stacked by them in the Factory grounds as directed. They will then be parakhed by the Factory parakhias (under the supervision of the cup sirdar), who will see—

(*a*) that they are properly baked,
(*b*) that they are not broken or cracked,
(*c*) that the measure fits each one exactly (*vide* Rule 429),
(*d*) that they give a clear ring when struck.

Those that are passed will be arranged in stacks of ten. There will be 10 stacks in a row (100 cups) and 10 rows arranged side by side, forming a block containing 1,000 for facility of counting.

431. The assistant in charge will then check the work of the parakhias by first examining the doubtful cups and passing those that are fit. Rejected cups will be broken up in his presence, being first shown to the Factory Superintendent if the contractor desires it.

He will next examine the cups passed as good by picking out stacks at random here and there, after which he will have each stack marked with a broad band (one inch) of paint* from top to bottom. By this each cup can be readily identified as Factory property, which will prevent its being tendered a second time.

* Paint being indelible will be used, not ink or whitewash.

The assistant will then count the stacks, enter the number of the cups in the ledger against the contractor's name, and in the stock book (*vide* Rule 430) and pass them into the godown, giving a receipt for same to the contractor.

432. No cups should be taken over which have been badly wetted from any cause; those slightly wetted may be taken after being thoroughly dried, on the order of the Factory Superintendent.

Account books.

433. All the accounts of the Cup Department, such as the writing up of daily receipts and issues in the stock book, the granting of receipts to contractors, and the making out of contractors' bills, will be done in English and personally by the assistant in charge. The book and forms to be kept up will be—

Stock-book of cups (Factory Form No. 139).
Cup contractor's ledger (Factory Form No. 140).
Receipts to contractors (Factory Form No. 141).

The stock book and ledger will be submitted monthly for the inspection and initials of the Factory Superintendent for audit.

434. When cups are delivered and passed, bills will be made, by the assistant in charge, and when checked by the Head Clerk will be submitted for the signature of the Factory Superintendent.

When payment is made, contractors will hand back their receipts. As considerable inconvenience is often caused by contractors bringing a large number of cups at one time, the assistant should arrange with them for the delivery of moderate supplies at reasonable intervals.

435. Daily when the issues of cups from the cup godown have been completed, the assistant will have those slightly chipped, but fit to hold mature cakes, set aside for issue just before sattai and packing (at the rate of 10 per cent. on indents). The number of broken cups (ascertained by counting the bottoms) will be taken off stock.

436. Cups will only be issued on indents (Factory Form No. 92) which have been signed by the indenting officer and the Assistant Factory Superintendent, and countersigned by the Factory Superintendent. Indents will be submitted on the day previous to that on which the cups are required, and will be made out in accordance with the authorized scale as follows:—During manufacture 10 per cent. in excess of the number of cakes to be manufactured; during suttai 25 per cent. on the number of cakes to be suttaied; during turning in cake godowns 200 cups daily for every lakh of cakes in the godown. These are the maximum allowances, the issues depending on the breakages, to reduce which every effort will be made.

The cup sirdar will issue to sirdars the number of cups shown on the indents brought by them, the assistant in charge checking the issues and making the necessary entries in his books.

The indenting officers will sign a receipt for the cups received by them on the back of the indent slips, which on return to the cup assistant will be filled by him as a voucher in support of his expenditure.

437. During the packing season, when cakes are being issued from godowns, the cups belonging to them will be stacked in some convenient place inside the Factory, and issued to the other godowns as required, and no new cups will be indented for until the stock of old ones is exhausted

CHAPTER XXV.

CHEST DEPARTMENT AND SAW MILLS.

Duties of officers.

438. The officer in charge of the Saw Mills and Chest Department will be designated the Saw Mill Engineer. He will be under the orders of the Factory Superintendent, to whom he will make daily reports, and to whom he will be responsible for everything connected with his charge. He will start the engines himself, and will take at least one diagram from both engines once a week, to satisfy himself that they are in good order.

Duties of officers.

439. The Assistant Engineer will be under the orders of the Saw Mill Engineer. He will superintend the working of the machinery, and see that the rules laid down for the workmen (*vide* Rule 464) are duly observed by them.

Every Saturday he will have the cover of the air pump removed, and examine the glands and studs of the rod, reporting in the repairs and accident book to the Engineer the state in which he found them.

Permanent establishment.

440. All appointments to the permanent staff will be made by the Factory Superintendent. When a vacancy occurs the Engineer will report the matter, and submit his recommendations for the filling up of same to the Factory Superintendent, before whom the candidate will appear. The age of candidates at first appointment should not exceed 25 years. They will be appointed for a probationary period of six months, after which, if they have given satisfaction, they will be confirmed.

The directions regarding the procedure to be adopted in the case of the removal or dismissal of a servant, laid down in Rule 5, will be carefully followed, except that they will be reported to the Factory Superintendent instead of the Opium Agent.

The routine regarding appeals against dismissal, &c., laid down in Rule 6, and the keeping up of service books in Rule 7 will be strictly observed.

Temporary establishment.

441. When establishments are required, the Engineer will submit indents (Factory Form No. 1) for the same for sanction of the Factory Superintendent, and will comply with the routine given in Rules 11 and 12.

Leave.

442. Each department will have a leave book (Factory Form No. 2). All applications for leave will be entered therein, and submitted by the Engineer with his remarks to the Factory Superintendent for sanction.

Entertainment of establishment, dismissals, &c.

443. When establishments are being taken on, preference will invariably be given to old hands who have worked satisfactorily on previous occasions, and in each department there will be an attendance-roll of the workpeople (Factory Form No. 3), in which their names will be entered. When the Engineer wishes to dismiss or suspend any temporary employé, he will make out a short report on the subject and submit it

"446. Undisbursed pay will remain in the charge of the Engineer and will be locked up by him in the chest kept for the purpose. Monthly balances will, however, be treated as laid down in Rule 32, and Rule 33 will also be observed in the Saw Mills."

5-11-93.

to the Factory Superintendent for orders. He will also have a board bearing the names of all dismissed persons hung near his office, and have their names entered in a record in his office, to each of which he will affix his initials. The store keeper will be held responsible that they are never again employed.

Regarding employés.

444. Employés are on no account to leave the premises during working hours, unless in urgent cases, and with the permission of the Engineer. Rule 21 regarding the employment of Factory servants and Rule 22 regarding entertainment of children (no boy under 9 years of age being employed) and infirm persons must be carefully observed.

Payment of establishments.

445. The Engineer will have bills for departments under him made out, and submitted, as laid down in Rule 23, and the routine detailed in Rules 24 and 25 will be strictly observed. On receipt of a cheque the Engineer, or the Assistant Engineer, will write on the back of it an order to the Treasurer to pay the bearer (giving name), who will be a permanent employé. The latter on receipt of the money will count it, and sign on the back an acknowledgment for the same. When the money is received, the Engineer, or the Assistant Engineer, will have it counted in his presence, and will summon each person in the order of the attendance-roll. He will then pay him his due, attesting the payment by his initials opposite the amount in the roll, and will sign column 7 of the Register of Treasury Orders (Factory Form No. 7).

Officers in whose favour cheques are drawn out will be held responsible for all payments, which must be made in the presence of either the Engineer or the Assistant Engineer.

Undisbursed balances.

446. Rule 28 regarding the depositing of undisbursed pay with the treasurer or muharrir and filling up of the register (Factory Form No. 8) and Rule 29 directing a receipt to be taken from them on Factory Form No. 9 will be attended to. Rules 30, 32 and 33 apply equally to the Saw Mills and Chest Departments, and will be observed.

Working hours.

447. For the Chest Department and blacksmiths and carpenters, the hours of work will be 6 A.M. to 9 A.M. and 11 A.M. to 4 P.M. throughout the year.

For the Saw Mills, 8-30 A.M. to 4 P.M. in the cold weather, and 6 A.M. to 1 P.M. in the hot weather.

Mustering.

448. The muster of temporary employés will be taken daily by the store-keeper in the Saw Mill muster roll (Factory Form No. 142) before work begins, and he will be guided as to the number of coolies, &c., of each department to be admitted by the sanctioned indent slips (*vide* Rule 10). When the work is finished the muster roll will be compared by the Engineer or Assistant Engineer with the attendance-roll (*vide* Rule 443) and be checked. The Engineer will then sign and submit it to the Factory Superintendent's office for the checking of pay-bills.

Supply of timber.

449. On the 25th of October every year the Engineer of the Saw Mill will submit a report to the Factory Superintendent, showing the quantity of timber, planking, chests, &c., in stock.

The Factory Superintendent, after communication with the Agent and after ascertaining from him the number of chests of opium likely to be packed during the ensuing year, will submit a report on or before 1st November, showing the quantity and description of timber and ready-made chests likely to be required, for procuring which the Agent will take the necessary steps.

Measurements of logs.

450. The logs will be measured by the Engineer according to the terms of the contract agreed upon by the Opium Agent, deductions being made for defects such as ringshakes, dry rot, boreholes, &c. Logs when selected will be numbered in Hindi with red paint, and the measurements will be entered on the spot in the English measurement register (Factory Form No. 143), a muharrir making similar entries in Persian in the vernacular copy. The quarter girth and cubic contents will be calculated in the office.

Bills and payment for logs.

451. When the logs have been delivered in the timber yard, a copy of the measurement register will be made, and submitted with bills for the amount supplied by each contractor (Factory Form No. 144) in triplicate duly signed by the Engineer to the Factory Superintendent, who will countersign them, after they have been checked by the Head Clerk. The original bill will be sent to the contractor, the duplicate copy with the copy of measurements to the Opium Agent, who will make payments for the timber, and the triplicate will be filed for record.

Bills will be made out for 50 or 100 logs at a time, except only when a few remain to complete a contract.

Stacking of logs.

452. Before a log is stacked it will be stamped in English with the number that was written on it at the time of measurement. It will also be entered in the Stack Register (Factory Form No. 145) and in the stock book (Factory Form No. 146), and the number supplied by each contractor in Factory Form No. 147.

Sawing of logs.

453. Logs that have been longest in the yard will be sawn first, except when wanted for a special purpose. They will be carried into the saw mill by bundhanees, the sirdar keeping a tally of the number sawn daily by each saw, and also the number on each log.

When the day's work is over the daily register of logs sawn (Factory Form No. 148) will be written up, and the necessary entries made in the Stack Register (Factory Form No. 145) and stock book (Factory Form No. 146).

Planks.

454. When the logs have been sawn into planks and cross cut, they will be carried into the sorting shed, sorted and stamped with a letter representing* the month and year in which they were sawn, after which they will be separated into different lengths and breadths and counted, their superficial contents being entered in the stock book of planks (Factory Form No. 149).

* A key to letters of the alphabet representing months and years will be issued periodically in the Factory order book.

455. They will then be stacked in the seasoning shed according to their respective lengths and breadths, one above the other, and between each a narrow piece of wood will be placed, so that they are kept three-fourths of an inch apart.

Stacking of planks.

Planks will be seasoned six months before they are dove-tailed, rabbetted, and drilled, when they will be made up into shooks* for chests and issued as required.

456. Compartments are thin pieces of planking which, when fitted together inside a chest, form divisions in which to place opium cakes.

Compartments.

Six long and eight short pieces are required for a provision, and eight long and ten short pieces for an abkari chest, the total pieces required for one chest being called a set.

When a log has been sawn into compartments the store-keeper will count and enter them in the stock-book of compartments (Factory Form No. 150). They will be sunned for three days and then stacked in bundles, each bundle containing the long pieces or short pieces of a set,† which will be stored separately.

They will be seasoned for at least a month before being used, and only those that are sound and free from grubs will be issued.

457. Chests for packing provision opium will be made strictly in accordance with the specification laid down by the Board in April 1880. They will be made with solid ends or solid sides, and be issued with lids trimmed and fitted. They will be put together by carpenters, each of whom will receive planks equal to the number of chests he is capable of making in a day, and no more planks will be issued till the first supply is exhausted.

Provision chests.

A head-carpenter will examine the chests and lids when completed, and they will then be laid out in line for the inspection of the Engineer; and when they have been passed by him, the date on which they were made will be marked on them in ink, and they will be entered in the stock books (Factory Forms Nos. 151 and 152) and stacked in the chest sheds.

458. Chests will be stored for three months before being issued for packing. When issued they will be dammered as follows:—

Storage and issue of provision chests.

Strips of cloth 2½ inches wide will be spread on the joints and cracks, and strips 4 inches wide round the edges and corners and mopped with hot pitch.

459. Each year the number of chests made will correspond with the number of cakes manufactured during the year (the saw mill year is from 1st November to 31st October). Sufficient compartments will be made to meet the requirements of the manufactured chests and the contract mango-wood chests supplied to Ghazipore.

Outturn of work.

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* A shook is a collection of planks sufficient for one chest.

† This will facilitate the counting at the time of stock-taking.

460. Contracts for the supply of mango wood chests will be given yearly by the Opium Agent at his discretion as directed in Rule 449.

Contract mango wood provision chests.

They must be according to the specification appended, and delivered in the timber yard, where they will be laid out in lines and examined by the Assistant Engineer, who will enter the number passed in Factory Form No. 153, and have them numbered consecutively. They will then be entered in the stock book of chests (Factory Form No. 151) and in the stock book of lids (Factory Form No. 152), and in the register of mango chests and lids (Factory Form No. 154). A contractor each time he supplies any chests or lids will receive a receipt signed by the Engineer for the same (Factory Form No. 155), the duplicate copy of which will be sent to the Factory Superintendent and the triplicate filed.

461. Bills (Factory Form No. 156) for not less than fifty chests at a time will be made out in triplicate, and submitted with the above-mentioned duplicate receipts, and an account statement (Factory Form No. 157), signed by the Engineer, to the Factory Superintendent for his countersignature after the Head Clerk has checked them. The original copy of the bill will be sent to the contractor, the duplicate to the Opium Agent by whom payments will be made, and the triplicate filed in the Chest Department office. The duplicate receipts and the account statement will be filed in the Factory Superintendent's office. The Engineer will submit a bill (Factory Form No. 158) monthly for mango chests, lids, &c., supplied to the Benares Agency during the preceding month. This will be countersigned by the Factory Superintendent after the Head Clerk has checked it, and will then be forwarded to the Opium Agent, who will send it to the Benares Agent for adjustment and return after countersignature. When received back the amount will be entered as a debit and credit transaction in the accounts of Chest Department.

Bills for contract mango chests.

462. No mango wood chests for Factory use will be issued or dammered until they have been three months in the yard. Those for the Ghazipore Agency will be despatched as soon as received from the contractors, the lids being bound together with hoop iron. The railway receipt and invoice will be forwarded through the Factory Superintendent to the Factory Superintendent at Ghazipore. The invoice will be returned signed. The Engineer will be responsible that only sound chests and lids are despatched.

Issue and despatch of mango chests.

463. Chests for abkari in both Agencies will be made from seasoned planks that are not suitable for provision chests, and will not be issued for use until they have been made three months. A separate stock will be kept of them in Factory Form No. 151.

Abkari chests.

464. The following rules must be strictly observed. A copy of them in English and Hindi will be hung up in each work room, and the Assistant Engineer will see that every one is acquainted with them :—

Rules to be observed by workmen.

I.—Men in charge of frames must stop and inspect them three times whilst a log is on them to see that no pieces of wood or iron are lying

II.—Men in charge of machinery must see that their machines while in motion are properly oiled. If any machine gets hot for want of oil, the man in charge will be liable to be fined 8 annas for the first offence, one rupee for the second, and reduced to coolies' work for six months for the third. When work is over and the engine is stopped, they must clean their machines before they leave the premises.

Any one cleaning his machine before the engine stops, or, if the engine is in motion, without first disconnecting the belt of his machine from the pulleys, will be reduced. 15-3-99.

about that might fall into the belt, and that the gibs, cotters, and bolts are in good order—

1st.—Before commencing to saw the log when oiling the machine.

2nd.—When half the log is cut.

3rd.—When the log is being sawn at the end.

Framemen who break these rules will be liable to fine up to Rs. 2 at the discretion of the Engineer for the first or second offence, and to dismissal for the third offence.

II.—Men in charge of machinery must see that their machines while in motion are properly oiled. If any machine gets hot for want of oil, the man in charge will be liable to be fined 8 annas for the first offence, 1 rupee for the second, and reduced to coolies' work for six months for the third. When work is over and the engine is stopped, they must clean their machines before they leave the premises. Any one cleaning his machine before the engine stops will be reduced.

III.—Any one who is absent on a Saturday or Monday without sufficient reason will be liable to forfeit Sunday's pay in addition to the day or days that he is not present.

IV.—Employés are prohibited from smoking on the premises except in the place allotted for the purpose by the Engineer. They are also on no account to bring into the premises or have about them any fire, matches or combustible materials. Breaches of these rules will be severely punished.

Examination of machinery.

465. When work is over and the engine has stopped, a blacksmith and the engine-man will examine all the glands, crank brasses, and rocking shaft brasses, and take off the small flange of the air pump, and examine the glands and studs, entering in the search book the state they are in.

A blacksmith will examine the cranks, side pins, studs, bolts, &c., of the timber frames, entering in the search book the state they are in.

The leather workers (mochies) accompanied by a blacksmith will examine all the belts, to see if any require tightening or repairs, entering the result of their examination in the search book.

Accidents to, and breakage of, machinery.

466. All accidents and breakages to machinery will be entered by the Assistant Engineer in the accident and repair book. If slight, they will be dealt with by the Engineer, but if of a serious nature or such as to necessitate the stoppage of the engine or a machine, the matter will at once be reported to the Factory Superintendent with full details of the occurrence.

Injury to employés.

467. The Engineer is responsible that the machinery is fenced round to the satisfaction of the Agent.

When any person is injured a full report, detailing the accident and its cause and pointing out who is to blame will be at once submitted to the Factory Superintendent, who will also report the matter to the Opium Agent.

Examination of premises.

468. After the close of work for the day, the Assistant Engineer, store-keeper, and head mistry, accompanied by a head-constable, will, week about,

search all parts of the mill daily before locking the doors, to see that no light or fire is burning, and that no saw dust or chips are lying about. The head-constable will then report the result to the Engineer, the searching officer entering the same in the search book.

Search books.

469. The search books will be signed daily by the Engineer.

Search of workpeople.

470. When workpeople leave the premises, they will invariably be searched by the constables on duty and by a permanent chaprasi, who will be stationed during the day-time at the Engineer's gate.

Private work.

471. No private work will be undertaken in the saw mills without the sanction of the Agent.

Issue and receipt of stores.

472. No articles will be received from, or issued to, the Factory without indents (Factory Form No. 127) duly countersigned by the Factory Superintendent.

Chest Department and Saw Mills stores.

473. The stores of the Chest Department and Saw Mills will be in charge of the store-keeper, who will issue nothing without the sanction of the Engineer or Assistant Engineer, except the daily allowance of oil for machines, and nails for putting chests together, at the rate of 75 per chest.

Stores will be obtained either from England, Calcutta or the local market, but nothing will be purchased without the sanction of the Factory Superintendent and the Opium Agent. The Engineer will submit at the end of every month a statement showing the probable requirements for the ensuing month of articles from the local market.

The store-keeper will be held responsible that a sufficient reserve of oil for the engines and machinery is kept in store.

Store accounts.

474. The following books (*vide* Chapter XXIII) in use in the Factory stores will be kept up and be inspected daily:—

Factory Form	No.	125—Day-book of stores received.
Ditto	„	126—Store ledger.
Ditto	„	127—Indent for articles.
Ditto	„	128—Day-book of stores issued.
Ditto	„	131—Invoice of articles issued.
Ditto	„	132—Chalan of articles returned to stores.

The following returns will also be submitted yearly—

I.—*Factory Form No.* 135.—Estimate of probable requirements of stores from England in July.

II.—*Factory Form No.* 136.—Indent for European stores on 1st November.

III.—*Factory Form No.* 137.—Annual statement of expenditure of stores of European manufacture on 31st March.

IV.—*Factory Form No.* 138.—Annual plus and minus memorandum of dead stock on 31st March.

V.—Stock-book of dead stock (A. G. B. Form No. 158, New) to be submitted every fifth year (31st March 1891, 1896, &c.)

475. Every year before the 31st March a stock of stores will be taken by the Engineer, and the result recorded in Factory Form No. 133 and submitted to the Factory Superintendent, who will satisfy himself by checking at least 10 per cent. of the entries that the work is correct, and will report the result to the Agent.

Stock-taking of stores.

476. The sales of useless articles and old stores belonging to the Factory or Chest Department and Saw Mills will be conducted in the Auction Department, which will be in charge of the Engineer, who will be responsible that the work is carried on in accordance with the rules. He will check the work from time to time to see that this is so. The articles selected for sale should from time to time be inspected by the Factory Superintendent.

Auction Department.

477. Sales will be conducted by the assistants of the Factory and Assistant Engineer month about, a change when made being notified in the order-book.

Conduct of sales.

They will receive 5 per cent. on the net amount realized, *i.e.*, after deducting all expenditure.

478. Before rejected planks, side cuttings, chips are sent over to the sale ground from the Chest Department they will be counted or weighed in the presence of the auction sirdar, and a record kept of the quantity sent daily.

Record of articles sent from Chest Department.

The Chest Department premises must be cleared of everything each evening.

479. The auction munshi will receive, and keep a record of, all articles sent over from the Chest Department, and will have the rejected planks laid out in lots by number, and side cuttings, and chips, weighed out in lots of 5 maunds each, and saw dust piled in heaps sufficient to fill a bin.

Record of articles received in Auction Department.

The auctioneer will occasionally compare the quantities of articles sent from the Chest Department with those received by the munshi to see that they tally.

480. Auctions will be held twice a week. Lots may not be removed from the auction ground until they have been paid for, and those that are not paid for within a week after they are knocked down will be resold.

Regulation of sales.

When a lot is knocked down the purchaser may, at the discretion of the auctioneer, be called on to deposit half the bid, the balance being paid in when the lot is removed. The deposit must be made before the next lot is put up. Should any bidder refuse to pay the deposit, the lot will at once be put up again.

If a lot when resold after a deposit has been made fetches less than the original price, the difference will be made good out of the deposit money.

Lots will only be removed on passes issued by the head muharrir in Factory Form No. 159. The Treasurer will write up Factory Form No. 160 daily.

481. The Engineer will submit weekly a report showing separately the amounts realized on account of the Factory and Chest Department, and Saw Mills in Factory

Weekly report.

Form No. 161, a copy of which will be submitted to the Opium Agent. He will monthly examine the record of issues from the Chest Department, and compare them with the sales in the auction to see that they are accounted for and that their value is realized.

Collection of sale proceeds.

482. The auctioneer is responsible for the collection of the sale money, and no commission will be paid until all outstandings have been recovered.

Auction chaprasi.

483. The chaprasi will be changed monthly.

Returns.

484. Throughout the year on working days the Engineer will submit a daily manufacturing report (Factory Form No. 162), a monthly report (Factory Form No. 163) on the 1st of each month, both of which will be countersigned by the Factory Superintendent and forwarded to the Opium Agent.

The following statements will be submitted with his annual report:—

I.—Statement of work executed by the Saw Mills from 1st November to 31st October.

II.—Statement showing the value of timber and nails used from 1st November to 31st October.

III.—Statement showing the expenditure and receipts of the amalgamated establishment from the 1st November to 31st October.

IV.—Annual statement of receipts and disbursements.

V.—Statement showing the average cost of each sort of provision chest packed or used.

VI.—Detailed statement of the average cost of each kind of chest used for packing provision or abkari.

VII.—Statement of articles transferred.

VIII.—Statement of articles supplied for abkari chests.

IX.—Statement of advances.

X.—Annual cash account of the Chest Department and Saw Mills.

SECTION I.

Treasury Rules.

Responsibility of Factory Superintendent as Treasury Officer.

1. The Factory Superintendent is the Treasury Officer, and is responsible to the Opium Agent for the money and accounts connected with the Treasury.

The Assistant Factory Superintendent to be Treasury Officer during busy season.

2. Under instructions of the Board of Revenue he is allowed to make over the duties of the Treasury, during the busy season, to the Assistant Factory Superintendent, who is a gazetted officer.

The responsibility of the Factory Superintendent will, however, not be affected in any way by this arrangement, and he will see that the rules are carried out, and will periodically examine the cash balance.

Security of Factory Treasurer.

3. The Treasurer will be required to deposit Rs. 2,000 in Government Promissory Notes as security, and the balance left in his charge at any time is on no account to exceed this amount.

Security of Head Muharrir.

4. The Head Muharrir will furnish a security of Rs. 500 to be deposited in the Post Office Savings Bank.

Security of Head Clerk.

5. The Head Clerk, who is auditor of the Factory accounts, will also be required to furnish a security of Rs. 500 to be deposited in the Post Office Savings Bank.

6. The Treasurer will be required to make himself thoroughly acquainted with the Treasury rules.

Account books to be kept up by the Treasurer.

7. The Treasurer will keep up the following books:—

(1) Treasurer's Cash-Book (2) Daily Cash Balance sheets.	Form No. 184 A. G. B.

Account books to be kept up in the office in connection with Treasury.

8. The following books will be kept up in the office in connection with the Treasury:—

(1) The Cash Book ...	Form No. 162 A. G. B.
(2) The Contingent Register.	Form No. 277 A. G. B.
(3) Deposit Register of undisbursed pay, &c.	Factory Form No. 8.

Custody of treasure.

9. The bulk of the treasure will be kept under joint locks, one set of keys being kept by the Factory Superintendent, and the other by the Treasurer.

10. The Treasurer will keep in a separate chest, of which he keeps the key himself, a sum of money sufficient for the convenient transaction of Factory business. The amount in his custody shall not at any time exceed the amount of his security deposit (*vide* rule 3). The sum so held should be seen and roughly verified by the Treasury Officer every night and locked up in the vault.

Advances of money from the Bank of Bengal.

11. When advances of money are required for Factory contingencies, a requisition for same will be made by the Factory Superintendent to the Opium Agent on Factory Miscellaneous Form No. 17. The amount requisitioned should, as far as possible, be in accordance with the actual requirements so as to avoid having a large balance in hand. The Opium Agent will issue cheques on the branch of the Bank of Bengal, Patna, for the amount required.

12. On receipt of such a cheque, the Factory Superintendent will endorse same on back, writing the words "Received payment" "Pay Treasurer" and adding place and date.

13. The Treasurer will take the cheque to the Patna branch of the Bank of Bengal to have it cashed.

He will be accompanied by a head-constable and a Factory permanent *chaprasi*, and also by a permanent muharrir in case he should require his services.

14. The Treasurer will take care to obtain from the Bank a supply of copper coin sufficient for the pay of the establishment.

15. Whenever money is received into and issued from the joint locks, the Factory Superintendent will enter the amount with his own hand in the Daily Cash Balance sheet.

Miscellaneous receipts of money.

16. The memorandum with which money is presented to be paid in, will be handed first to the Accountant who, if there be no objection to the receipt of the money, will sign it and write up a chalan (A. G. B. No. 247) entering the amount and particulars of same therein. The person making the payment, will then present both the memorandum and the chalan with the cash to the Treasurer. The latter having counted the money and satisfied himself of its correctness, will enter the amount in his cash-book, and having signed the papers, will return them to the Accountant for entry in his cash-book and for the preparation of a formal receipt for the Factory Superintendent's signature.

Payment of money from the Factory Treasury.

17. Payments on account of permanent establishment will be made in accordance with rule 5, Section II.

The routine to be observed in making payments for temporary establishment, &c., will be as follows:—

Bills for payment of establishment, &c., having been drawn out in accordance with rules 4 and

5, Section III, will be submitted to the Factory Superintendent with a cash requisition which will bear the signature of the Assistant of the Department to which it belongs and also of the Head Clerk as checking officer.

The Factory Superintendent, having ascertained that it is in order, will sign it and order payment, stating the amount both in words and figures, as under:

Pay (Rs.) Rupees

Factory Superintendent
and Treasury Officer.

18. The amount which may be received by the Treasurer or paid by him should be forthwith entered in his Cash-Book, and the receipts for money received should be signed by him and immediately returned to the Accountant.

He will also stamp all payment vouchers "paid."

19. At the close of the transaction of each day, the Treasurer will total both the receipt and expenditure sides of his Cash-Book and draw up a balance Memo. in Form 38 of the Civil Account Code (A G B. No. 184), showing in the lower portion of it details of the several kinds of notes and coins composing the balance.

The totals of the daily entries both receipts and expenditure in the subordinate register kept by the Accountant, should be entered into his Cash-Book, which should then be totalled and a balance struck.

Both the Cash-Books, *i.e.* of the Treasurer and the Accountant, should then be presented to the Factory Superintendent, who should satisfy himself (*a*) as to correctness and proper order of all documents, and (*b*) that the balance in the Treasurer's Cash-Book agrees with that shown in the Accountant's Cash-Book. After having satisfied

himself on these points, he should roughly verify the balance in the sole charge of the Treasurer before depositing it into the vault.

SECTION II.

Factory Accounts.

Divisions of accounts for payment.

All accounts in connection with the Factory (except payments for opium leaves and trash) will be included under the following divisions:—

Payment of rail freight by Credit Note.

1. *Rail freight, the amount of which is paid by Credit Note.*—Under this will come freight for carriage of opium jars, leaves and trash, received from the districts, and chests of provision and abkari opium despatched from the Factory.

When payments of such notes are required to be made at Calcutta, the totals of these notes so paid should be added to the total of freight charge bills in the Factory accounts by a red ink entry, and supported by the original receipts of the Railway Company on which should be entered the numbers of the credit notes in which the amounts were charged.

Payment for stores supplied by Government Factories, etc., in red ink entry.

2. Stores supplied by Government Factories Jails, &c., for the use of the Factory.

The amounts of such charges when they do not exceed Rs. 50 in each case, should be paid in cash, but if they exceed Rs. 50 they will be adjusted by transfer through the books of the respective departments.

On receipt of bills for same (when the amount exceeds Rs. 50 in amount) the Factory Superintendent having satisfied himself of their

correctness, will sign and return them through the Opium Agent, to the Officer concerned, for adjustment.

The items for such payments (when they exceed Rs. 50 in amount, in each case for which no cash payment is required to be made) will not be entered in the Treasurer's Cash-Book nor will the voucher be stamped "paid" by him. The item will be entered in the Office Cash-Book at the end of the month, and will appear therein as a red ink entry.

Payment for stores purchased at Calcutta in red ink entry.

3. *Stores purchased at Calcutta.*—Bills for such articles will be signed by the Factory Superintendent after having first satisfied himself of their correctness. They will then be forwarded to the Opium Agent for countersignature and transmission by him to the Firm or person supplying the stores. The Opium Agent will at the same time advise the Accountant-General of the name of the Firm or the person and the amounts for which bills have been passed for payment.

Before doing this, copies of these bills will be made out in the Agent's office, and when passed for payment they will be marked with the word "copies," and forwarded to the Factory Superintendent with an advice for red ink entry in the Factory accounts.

These items also will find no place in the Treasurer's cash-book (*vide* rule 2, Section II).

The charges now to be enumerated will be paid from the Factory Treasury.

Payment of salaries of gazetted officers from the Factory Treasury.

4. *Salaries of gazetted officers.*—The salary bill of the Factory Superintendent will be prepared by the Head Clerk and signed by the Factory Superintendent (1) as receipt, (2) as drawing officer, (3) as Treasury officer.

This bill will also be stamped "paid" and be entered in the Cash-Book.

5. *Pay of the permanent establishment.*—The monthly salary bills of the permanent establishment will be prepared by the Head Clerk. They will be made out in A. G. B. Form No. 298, and will be signed by the Factory Superintendent as follows:—

Payment of salaries of the permanent establishment from the Treasury.

(1) as Factory Superintendent,
(2) as Treasury officer,
(3) as having received contents,
(4) as certifying the entertainment of establishment on inferior grades.

In drawing out these bills, the instructions contained in Accountant-General, Bengal's Circular No. 6 $\frac{\text{T.M.}}{\text{T.A.D.}}$ will be strictly followed. A copy of these is appended.

The pay of the establishment will be distributed by the Treasurer, who will take the receipt of the payee in the acquittance roll (A. G. B. Form No. 286).

This will be submitted by the Treasurer regularly for the inspection of the Factory Superintendent.

In cases where the payee is illiterate and unable to sign his name, the Assistant under whom he works will sign for him.

These bills will be stamped "paid" by the Treasurer and will be entered in the Cash-Book.

6. *Travelling allowances.*—The allowances under this head are for—

Payment of travelling allowance bil's from the Treasury.

(1) Gazetted officers;
(2) Ministerial officers and establishment.

Charges for gazetted officers will be made out on A. G. B. Form No. 303.

Bills for ministerial officers, &c., will be drawn out on A. G. B. Form No. 304, in accordance with the instructions laid down on the back of each bill.

When the bills are prepared they will be submitted to the Factory Superintendent for his signature and for submission to the Opium Agent for audit.

On receipt from the Opium Agent, the order for payment will be made by the Treasury officer, and the Treasurer will then disburse the amount, entering it in his Cash-Book and taking the receipt of the payee in the acquittance roll.

A similar entry will be made by the Accountant in the Office Cash-Book.

Payment of contingent charges.

7. *Contingent charges.*—These are regular contingencies which are incurred by the Factory Superintendent as the occasion for them arises, in accordance with fixed scales, without sanction of the Opium Agent.

A lump sum is allotted annually under the heading within which the charges will be incurred.

Contingent Register.

8. A Register of contingent charges (A. G. B. Form No. 277) will be maintained and will show all the classified heads under which the contingent charges are incurred, as well as the budget allotment for the same.

It will be submitted to the Factory Superintendent whenever a payment is made for his initial.

Routine for supply of stores.

9. When it is necessary to obtain articles required for carrying on the work of a particular department, the Assistant in charge will first submit an indent in the prescribed form, Factory Form No. 127. This will be submitted to the Factory Superintendent for signature after examination.

It will then be forwarded to the Store-keeper, who, if he has in store the articles indented for, will supply them. If, however, he has not got them, he will himself make out a fresh indent on the contractor appointed to supply them, which he will submit to the Factory Superintendent for his signature.

Supplies from the Factory stores.

Appointment of contractor for the supply of miscellaneous stores.

10. The indent thus passed will be forwarded to the contractor who will deliver the articles to the Store-keeper, who will give a receipt for same and in turn deliver them to the indenting Assistant.

The latter will give a receipt for same to the Store-keeper.

11. The contractor will make out bills for goods thus supplied by him, and will submit same to the Factory Superintendent, supported by receipts granted by the Store-keeper.

Bills to be submitted by the contractor.

These will be examined and checked in the office, and, if correct, will be submitted to the Factory Superintendent, together with a cash requisition for the amount, and if the latter be correct he will sign same and issue order for payment.

12. The bills and cash requisition will then be forwarded to the Accountant for entry of the amount in his Cash-Book and in the Register of contingent charges to be opened for the purpose. They will then be passed on by him to the Treasurer who will make the necessary payments and enter the amounts thereof in his Cash-Book, and when this is done, will stamp the bills "paid" and return them to the Accountant to be attached to the Detailed Contingent bill to be prepared by him in A. G. B. Form No. 309 from the Register of contingent charges.

13. *Contingent charges for establishment, viz., for monthly and daily paid workmen.*—These bills will be drawn out by the Assistant in charge, and will be paid by the Factory Treasurer after they are audited by the Head Clerk and passed for payment by the Factory Superintendent.

Routine for payment of contingent establishment.

14. *Payment of Municipal taxes of land occupied by the Factory.*—(*a*) Bills, in which the amount charged is of large amount, will be paid by draft received from the Opium Agent, to whom an application will be made for same. Such amount will appear in both sides of the accounts as credit and debit.

Payment of Municipal taxes.

The receipts from the Municipality will be submitted with the accounts as a voucher.

(*b*) Bills for small sums will be paid from the Factory Treasury, the routine given in rule 18, Section I, being strictly observed.

15. *Payment for timber supplied to the Saw Mills.*—(1) Annually when timber is required for the Saw Mills, the Superintendent and Engineer will send in a requisition for same to the Factory Superintendent.

Payment for timber.

Routine for the supply of timber.

The latter will examine the same to ascertain its correctness, and also whether it is in accordance with the requirements.

If he finds it in order, he will apply for supply of the same to Opium Agent, who will take the necessary steps to supply it through contractors.

He will also inform the Factory Superintendent of the amount given out on contract to each contractor, and will send copies of the deeds of contract for information.

In accordance with the above, the Factory Superintendent will issue orders to the Engineer of the Saw Mills to receive the wood.

Submission of bills and Measurement Register for timber.

(2) The logs will be measured by the Engineer according to the terms of the contracts agreed upon by the Opium Agent, deductions being made for defects, &c., and a copy of the Measurement Register will be made out in the Chest Department, signed by the Engineer, and be submitted with the bills for same in Factory Form No. 144 in triplicate to the Factory Superintendent, who will countersign after they have been checked by the Head Clerk. The original bill will be retained in the office for record, the duplicate copy with the copy of measurements will be sent to the Opium Agent, and the triplicate copy will be made over to the contractors.

Payments to be made by the Opium Agent direct to the contractors.

(3) The Opium Agent on receipt of these bills will make payments direct to the contractors by draft, and send an advice to the Factory Superintendent to debit and credit the amounts in the Factory cash accounts. These amounts will not be shown in the Treasurer's Cash-Book, but will be entered in the Office Cash-Book in red ink as debit and credit at the end of the month, on the day the Cash-Book is closed.

Headings of contingent charges.

16. The following are different heads of contingent charges to be incurred in the Factory under that heading :—

1. Country stationery.
2. Hot-weather charges.
3. Other office expenses.
4. Office and ground rent.
5. Petty repairs.
6. Service telegrams.

7. Service postage stamps.
8. Purchase and repair of furniture.
9. Municipal rates and cesses.
10. Petty construction.
11. Charges for remittance of treasure.
12. Keeping premises clean.
13. Country medicine.

Rail freight paid from the Treasury.

17. *Rail freight of stores and abkari opium paid in cash.*—On receipt of an arrival notice from the Railway authorities (when the amount is small) cash payment will be made under the usual routine (*vide* rules 17 and 18, Section I) by the Treasurer to the Head Clerk, who will transmit same to the Railway Company through a responsible person who will deliver the amount and obtain a receipt for same.

Entries of payment will be made both by the Treasurer and Accountant in their respective cash-books.

Payment of temporary establishment.

18. *Payment of temporary establishment.*—Bills for the above will be drawn up by the Assistants in charge of departments and will be submitted to the Factory Superintendent, together with the Attendance Register and a cash requisition form in Form No. 6 showing the amount required from the Treasury.

The Head Clerk will examine them, and after satisfying himself of their accuracy will sign them and present them to the Factory Superintendent, who will sign them and give the order for payment on the latter (Form No. 6).

The cash requisitions signed by the Factory Superintendent will be made over to the Assistants concerned who will draw the money, appearing personally at the Treasury.

The rules regarding cash payments by the Treasurer will be here observed. The duplicate

bill will be retained in the Factory Superintendent's office.

The original bills, in support of the charges made, will be submitted as vouchers with the contingent bill to the Opium Agent for submission to Accountant-General, Bengal, with the list of payments.

APPENDIX TO SECTION II.

No. 6 $\frac{\text{T.M.}}{\text{T.A.D.}}$, dated the Treasury, Calcutta, the 7th February 1894.

From—G. E. Manisty, Esq., Offg. Accountant-General, Bengal,

To—All Disbursing Officers, Bengal.

As it has been found that establishment bills are in many cases not prepared in accordance with the requirements of Article 58 of the Civil Account Code, I have the honour to subjoin the following notes for your guidance.

Notes to be carefully attended to in preparing establishment bills.

Monthly Bill.

1. The monthly pay-bill should be in Civil Account Code Form No. 6 (A. G. B. No. 298 or 299*) with full details of names of incumbents and the section of the establishment in column 1. The section into which a bill is divided should correspond with the sections in Appendix A of the Accountant-General's standing orders.

Note.—The pay of temporary establishments, arrear pay, or advances of pay should not be drawn in the ordinary monthly bill, but in separate bills.

2. In column 2 should be entered the designation of each officer, that is, the name of the post he holds.

3. Column 3 should exhibit separately the full amount due for the month to each person on account

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* No. 299 is the same form as 298, only in half sheet, and is intended for use in small offices.

of pay, acting allowance, or leave allowance, whether drawn or not.

Note.—When salary is drawn for a portion only of the month, the rate at which it is drawn and the number of days for which it is claimed should be stated against the name of the employé in column 1.

4. Any amount included in column 3, which cannot be immediately disbursed, should be shown in column 4 as held over for future payment. It may be subsequently drawn on a separate bill giving particulars of the original bill in which the amount was so shown.

5. Nothing must appear in column 5 except *bonâ fide* fines.

6. The amount to be entered in column 6 is the sectional total of column 3 less the sectional totals of columns 4 and 5.

7. Columns 7 and 8 require no explanation except that they are not to be taken into account in arriving at the "net charge for each section" required to be shown in column 6.

8. The salaries of the persons included in each section should be marked off by a red ink line, and the totals of columns 3 to 8 for each section should be entered in red ink below this line. The total of all the sectional totals will form the total of the bill.

9. When an officer is on leave or on deputation or under suspension, the name of the officer acting for him should be entered immediately below his name.

10. Any sum received by a clerk as subsistence or compensation allowance for giving evidence in Court should be deducted, together with the total amount of income-tax and funds and any other recoveries that may have been ordered by the Accountant-General or other officer from the net total of the bill shown in column 6. The amount should not be deducted in the body of the bill from the pay of the particular individual. A foot-note need only be made stating on whose account the deduction is made, and certificate showing the amount granted by the Court should be appended to the bill.

11. If an officer's name appears for the first time in the bill, there must be attached to the bill either—

(*a*) A last-pay certificate in Form A. G. B. 321 if he has been transferred for another office, or

(*b*) a medical certificate signed by the Civil Surgeon* of the district if he has been newly appointed to a superior appointment under Government.

Note.—If a pensioner is re-employed, the fact should be stated in the bill.

12. Salaries should not be readjusted by giving one officer more and another less than the sanctioned pay of an appointment, nor should the pay of an absentee be distributed otherwise than as provided in Civil Service Regulations.

Leave Statement.

13. In entering the names of officers in columns 1 and 11, the substantive appointments held by them should also be noted. In any case in which an officer holds no such appointment the word "outsider" should be entered below his name.

14. Only the actual absentee should be shown in column 1, all the acting men being shown in chain in column 11, and the total of their acting allowances as shown in column 13, plus the allowance of the absentee as shown in column 9, should be shown in column 14. A red ink line should be drawn after chain of arrangements.

15. The amount shown in column 14 for each absence must not exceed the actual pay of the absentee as shown in column 4, if the absentee's substantive pay is less than Rs. 100 a month, *i.e.*, the total of columns 9 and 13 must not, except in a case of privilege leave, be more than the actual pay of an absentee drawing less than Rs. 100.

16. The entry of kind of leave or absence in column 5 should be expressed thus: 'Medical,' 'Private affairs,' 'Furlough,' 'Privilege,' 'Extraordinary,' 'Subsidiary,' 'Examination,' 'Deputation,' 'Transfer' (sub. *pro tem.* or acting), 'Suspended.'

17. When an absentee does not draw any part of the pay of his substantive appointment and a substitute is appointed on the full pay of the appointment, his whole salary should be shown in column 13 only, otherwise if he is appointed only to officiate in such a

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* In the Presidency the certificate shall be signed by one of the officers mentioned in paragraph 1 of Bengal Government, Municipal Department (Medical), Resolution No. 2114, dated 4th May 1894.

vacancy, his substantive pay (if he has one) should be shown in column 12 and his acting allowance only in column 13.

18. If an officer is granted casual leave for a day or two, but is made to forfeit the whole or any part of his pay for the day or days of such absence, he should not be reckoned as on leave, nor should his name be included in the leave statement. Only the pay actually drawn for him should be shown in column 3 of the pay-bill and a foot-note made explaining the reason for not drawing his full salary.

Leave and Leave Allowances.

19. Officers under the Indian Services Leave Rules are entitled to the following kinds of leave under the Civil Service Regulations :—

SHORT LEAVE.

(Chapter XII.)

Privilege leave (*Articles 277 to 291*).—For allowances, see Articles 293 and 294.

Note.—For Privilege leave in vacation Departments, that is Departments such as the Judicial and Education (see Articles 306 to 310).

Examination leave (Articles 312 to 318).

Hospital leave (Articles 320 and 321).

Note.—Applicable to Jail and Lunatic Asylum warders, peons and guards, and Police officers whose pay does not exceed Rs. 20 a month.

LONG LEAVE.

(Chapter XIV, Section II.)

Leave on medical certificate (*Article 369*).—For allowances, see Articles 373(*a*) and (*c*) and 374 to 376.

For allowances, see Articles 373 (*b*) and (*c*), 274(*a*), 375 and 376.

Leave on Private affairs (Article 370).

Furlough (Article 371).

Extraordinary, without allowances (*Article 372*).—For general conditions of leave, see Chapter XI, which is subdivided into :—

General Rules, Section I.

Service qualifiying for leave, Section II.

Retention of appointment, Section III.

Commencement and end of leave, Section IV.

Return to duty, Section V.

Extension and commutation of leave, Section VI.

SECTION III.

Entertainment of Temporary Establishment.

Entertainment of temporary establishment.

1. When it is necessary to entertain temporary establishment, each Assistant in charge of a godown or department of the Factory will submit to the Factory Superintendent for sanction an indent in triplicate (in Factory Form No. 1) for the establishment required by him.

The Factory Superintendent will return the original to the Assistant concerned, with his orders thereon.

The duplicate will be retained by the Head Clerk for the purpose of checking the bills, while the triplicate copy will be sent to the mustering officer, and this will be his authority for the mustering in of the establishment therein sanctioned.

Attendance of the temporary establishment.

2. As the men or boys are mustered into the Factory, department by department, their names will be called out by a sirdar, and the Assistant in charge will, as each name is answered, at once place a mark against the same in his Attendance Register.

Duties to be performed by the mustering officer.

At the same time, the mustering officer, who is one of the Factory Assistants, fills in the numbers of those taken into the Factory in the general muster-roll, Factory Form No. 12A.

3. When musters are finished, he circulates the muster-roll daily among the Factory Assistants, who examine it, and affix their initials against the numbers given as actually present for their respective departments.

Preparation and submission of bills.

At the end of every fortnight, 1st to 15th, or 16th to end of month, the Assistants in charge of each department will add up the number of days each man worked in the Attendance Register, and calculate his wages at the authorized rates, showing the total amount of wages due, and entering same in words as well as in figures.

4. Bills for coolies employed on wages paid at daily rates will then be drawn up in accordance with the entries in the attendance books in duplicate for sums exceeding Rs. 10 in Factory Form No. 4 and will be submitted with the Attendance Register and a cash requisition for the amount of the bill, in Factory Form No. 134.

They will then be audited and paid as mentioned in rule 17, Section II.

5. Bills for monthly-paid establishment will be made out on Factory Form No. 5, one copy only will be submitted to the office, together with the Attendance Register and cash requisition for the amount required.

The rules for its payment will be the same as laid down in rule 17, Section II.

Routine for the undisbursed balances of pay to be held in deposit.

6. *Undisbursed balances of pay.*—Whenever undisbursed balances of the pay of temporary establishment remain over on account of the employés failing to present themselves, the following routine will be observed:—

(1) The disbursing Assistant at the end of the day's payment will examine the Attendance Register of his Department and ascertain from it the names of the employés who are absent, and the amounts shown against their names still remaining to be paid.

(2) These amounts will then be added up and the total entered in the Assistant's chalan of undisbursed money (Factory Form No. 9). The

chalan will then be sent to the Accountant who will enter the amounts with particulars in a Register called a Deposit Register of the undisbursed pay (Factory Form No. 8) in which separate columns should be provided for the initials of both the Accountant and the Treasurer, and sign the appropriate columns against the entries.

The chalan and Register together with the money will then be sent to the Treasurer, who will count the money, sign the chalan and the Register, and return the two latter to the Account Department.

Such amounts will be kept by the Treasurer in his sole custody, apart from his general Cash Balance, till paid to the proper claimants or deducted from the next bill. Balances of undisbursed pay remaining with the Treasurer will be verified daily, in the same way as the balances (*vide* Section I, rules 10 and 19) and the amount of such undisbursed balances will be taken into account in enforcing the restriction imposed by Section I, rule 3, limiting the Treasurer's balance to Rs. 200.

Credit of undisbursed balances of pay.

(3) If by the end of a fortnight, the employés of a department do not appear to claim their wages for the preceding fortnight, the amount will be deducted from the next pay bills of that Department and credited to Government by short drawal.

(4) If employés subsequently appear to receive payment, a supplementary bill will be drawn out and paid for as per rule 17, Section II.

(5) On the conclusion of the work of a department, when undisbursed balances remain in hand, it will be impossible to credit by short drawal, as the establishment will be discontinued.

In this case they will be credited to Government in the Cash-Book.

SECTION IV.

Auction Sale Accounts.

Auction Department.

1. Useless and old stores belonging to the Factory and Chest Department and Saw Mills will be sold by public auction in the auction enclosure in the Saw Mills twice a week.

Conduct of sales.

2. The sales will always be conducted by an Assistant.

All the Factory Assistants and also the Assistant Engineer of the Saw Mills will be liable for this duty, which they will perform in turn.

Responsibility of the Superintendent and Engineer, Chest Department and Saw Mills.

3. The Superintendent and Engineer of Chest Department and Saw Mills will be responsible for the work being carried out properly, and in accordance with the rules laid down.

He will, previous to sale, check not less than three per cent. of the lots laid out for auction, and satisfy himself that the description given in the sale list of these lots, both as to quantity and quality, is correct.

The Factory Superintendent also will occasionally inspect the lots laid out and also the sale list.

Time for auction.

4. During nine months of the year the sales will be conducted in the early morning at such hour as to ensure their completion before 9 A.M. or such hour as the Factory opens.

This will enable purchasers, should they wish it, to remove their lots on the day on which the sale is held.

Lots can only be removed within the Factory working hours.

During the months of April, May and June which is the import season, and during which

the Factory opens early, the conduct of sales in the morning will be impossible.

During these months therefore, sales will be conducted in the afternoon, when the Factory is closed, as then only will Assistants be available for this duty. Purchasers in this case will remove their lots on the day following that of a sale.

Regulation of sales.

5. The articles will be put up in lots, each separate from the other.

When cuttings, etc., of wood are sold, the lots will be of 5 maunds each.

When there are several of a particular article, the lots will be numbered serially.

6. As the articles are sold, the names of purchasers and the prices which they fetch will be entered by the auctioneer in the sale list (Factory Form No. 6) opposite the article bought. A clerk of the Chest Department and the Head Muharrir will also fill in the similar forms in English and vernacular, respectively.

On the completion of a sale the sale list kept by the clerk will be totalled up and compared with those of the auctioneer and Head Muharrir, If found correct, it will be signed by the auctioneer and countersigned by the Superintendent, Chest Department and Saw Mills, and submitted to the office.

The auctioneer's copy will be retained in the Chest Department for record.

Removal of lots sold.

7. As the purchasers come to remove their lots they will pay the amount due for same to the Head Muharrir, who will hand them a receipt from his counterfoil Receipt Book, entering the particulars in the counterfoil. He will also hand them a sale ticket (Factory Form No. 159), keeping the duplicate copy of same for record.

This ticket shows the number of the lot purchased and description of same, and entitles the holder of same to remove the goods entered therein from the Factory.

The ticket will be presented to the Munshi, who will then allow the lot to be removed from the auction ground. The purchaser having removed his lot therefrom, will make over the ticket to the sentry at the gate, who will allow the contents to be passed out.

8. Whenever recoveries are made by the Head Muharrir, he will at once enter the date of payment and the amount recovered in the sale list.

9. Amounts of sale-proceeds will be collected daily by the Muharrir up to 2 P.M. The sale-list and the counterfoil book will then be made over to the Accountant who will check the total of the list and see that it corresponds with the amounts entered in the counterfoil book, and will sign the list and the counterfoils. The Accountant will enter the amount in the "Register of sale-proceeds" (Factory Form No. 160—modified) kept in his charge, and place his initials against the entry in the appropriate column, and forward all these documents to the Muharrir.

The Register together with the money will then be sent by the Muharrir to the Treasurer, who will count the money, and if found correct, will enter the amount in his cash-book, place his initials in the Register by the side of the Accountant's, and return it to the Accountant for entry in his cash-book. The Register with the counterfoil book should be daily submitted to the Factory Superintendent for his inspection and his initials.

Weekly Report.

10. A weekly report will also be prepared in the Chest Department on Factory Form No. 161, which will embrace all articles sold during a week.

The report will be compiled from the sale lists, the totals of articles of each kind being picked out from the sale lists, added together, and shown therein in bulk.

Articles belonging to the Factory and Chest Department and Saw Mills will be shown separately.

The total amount recovered in any week and shown in a sale report will be equal to the totals of the amounts given in the sale lists of that week.

11. These reports will bear the signature of the auctioneer and be countersigned by the Superintendent and Engineer, Chest Department and Saw Mills, and also by the Factory Superintendent, when they have been checked in the office.

12. The weekly reports for one month will be submitted as vouchers with the monthly cash account in support of the credits therein shown.

The numbers, dates and amounts of the weekly sale reports for the month will be shown at foot of the cash account, and the total of same will be entered in the body of the cash account and will represent the total recoveries on account of sale of old stores, &c., for the month.

Old and unserviceable articles taken either by Factory or Chest Department to be shown in red ink in weekly reports.

13. Old and unserviceable articles allotted for sale, but which are made use of, either in the Factory or Chest Department and Saw Mills, such as end cuttings of mango for boiling pitch, required for dammering opium chests, will not be paid for in cash, nor be entered in the sale lists, but will be shown in red ink in the weekly sale report and be debited and credited in the accounts.

14. To avoid the mixing up of the accounts of one sale with those of another and to prevent

confusion, the amounts of all lots sold on a particular sale day will, if possible, be recovered before the sale following.

Transfer of lots not removed by purchasers to the next sale list.

15. Where, however, purchasers fail to appear to pay for and remove articles bought by them before the commencement of a fresh sale, these articles will be deducted from the sale list to which they originally belonged, and will be entered in the next sale list, the articles being again put up for auction.

Thus there will remain no balance in each sale list remaining to be recovered.

Commission to the auctioneer and Head Muharrir.

16. Five per cent. on the proceeds of auction sales, after deducting all expenditure connected therewith, will be allowed as commission for conducting the sales and recovery of the proceeds.

Of this amount, 4¾ per cent. will go to the auctioneer and ¼ per cent. to the Head Muharrir, who is responsible for the realization of the money and who has given security of Rs. 500.

This commission will on no account be paid until all outstandings have been recovered.

FACTORY FORM No. 160 (modified).]

APPENDIX TO SECTION IV.

BIHAR OPIUM AGENCY.

Register of Sale Proceeds.

DATE.	DAILY ACCOUNT OF SALES, PAYMENTS MADE BY THE PURCHASERS AND BALANCE DUE BY THEM.															INITIALS OF—				REMARKS.
	Opening balance or amount remaining to be paid by purchasers.			Amount of this day's sale.			Total of columns 2 and 3.			Amount realized from purchasers and credited to Government.			Closing balance, *i.e.*, amount due by purchasers or difference between columns 4 and 5.			Head Muharrir.	Treasurer.	Head Clerk.	Factory Superintendent.	
1	2			3			4			5			6			7	8	9	10	11
	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.					

SECTION V.

PREPARATION AND SUBMISSION OF MONTHLY ACCOUNTS.

Returns to Opium Agent for submission to Accountant-General, Bengal.

1. Accounts of receipts and disbursements will be submitted to the Opium Agent in the prescribed form twice a month as shown below, and the despatch of the returns must not be deferred on the ground that the date fixed for despatch falls on a holiday.

(*a*) On the 16th of every month, unless otherwise ordered, the first list of payments showing disbursements only from 1st to 10th will be submitted.

(*b*) On the 6th of every month, unless otherwise ordered, the following accounts will be submitted:—

(1) The second list of payments showing disbursements only from 11th to end of the preceding month.

(2) The cash account showing all receipts in detail for the whole month, and the balance on the 1st of the month following, after deducting the total expenditure as per first and second list of payments.

Cash balance report to the Accountant-General.

(*c*) On the last day of every month immediately after closing of the cash-books, a cash balance report on A. G. B. Form No. 66 will be submitted to the Accountant-General, Bengal.

Expenditure report to Opium Agent.

(*d*) On the 1st of every month a memorandum in which the total expenditure for the preceding month is shown, and also the gross amounts for godown and Chest Department separately, will be submitted.

2. All disbursements made between the 1st and the 10th of every month will be shown under the different heads for which they have been incurred in the first list of payments, supported by vouchers, previously audited by the Head Clerk, and passed for payment as laid down in rules in Section II.

First list of payments.

3. The second list of payments, which covers the period 11th to end of every month, will also show disbursements only, and be prepared in the same way as the first list of payment except that in it will be entered in red ink and separately the amounts passed for payment by the Opium Agent and Accountant-General. Those for the Factory will be shown separately from those of the Chest Department and Saw Mills, the total being shown at foot.

Second list of payments.

4. The monthly cash account will show in detail all receipts credited in the Treasury during the month, such as sale proceeds of old and unserviceable stores, value of medical opium, fines, etc.

Monthly cash account.

The amounts of drafts sent by the Opium Agent and cashed at the Bank of Bengal for Factory contingencies will be entered separately from the miscellaneous receipts, and the number and date of the drafts will be quoted.

The amount of letters advising payment by the Opium Agent to contractors for value of timber supplied will be entered in the monthly cash account as debit and credit.

On the credit side the amounts will be entered in detail and be shown in a separate column headed "Received by transfer."

The numbers and dates of such letters of advice and those of the drafts, as well as the name of the contractors, will be given.

CHAPTER XXVI.

TREASURY.

Treasurer.

485. In the Treasury will be lodged the monies for the payment of the establishments and contingent expenses of the Factory and Chest Department and Saw Mills. It will be in charge of a treasurer, who will be under the orders and immediate supervision of the Factory Superintendent.

Keys.

486. The treasure will be kept under double locks and keys; of the latter one will remain with the Factory Superintendent and one with the Treasurer. The Treasury will always be opened in the presence of the constable on guard, who will try the locks, after they have been locked, to see if they are secure.

Drafts.

487. When money is required a requisition will be made to the Agent, who will draw out a cheque for the amount on the local Treasury officer in favour of the Factory Superintendent, who will procure the money from the Bank of Bengal, taking due precautions for its safe conveyance.

Treasury book.

488. Whenever money is deposited in or withdrawn from the Treasury, an entry of the amount will be at once made by the Factory Superintendent in a book, which will remain in his custody. The entry will bear the initials of both the Factory Superintendent and Treasurer.

Daily cash-book.

489. All receipts of money on account of the Factory or the Saw Mills and Chest Department, as well as all payments in cash, will be entered daily by the Treasurer in a book kept for the purpose, and also by the second clerk in the daily cash account.

Register of Treasury orders.

490. When payments are made the Treasurer will obtain the signatures of the officers concerned as receipts for the same in a book kept for the purpose.

Cash balance report.

491. At the end of the month the Factory Superintendent will satisfy himself that the balance in the Treasury and with the Treasurer, as shown in the books, is correct, and will submit the result of his examination to the Accountant-General, Bengal, in A. G. B. Form No. 39, New.

CHAPTER XXVII.

ACCOUNTS AND AUDIT.

Daily manufacturing report.

492. Daily throughout the manufacturing season and weekly (7th, 14th, 21st, and end of month) during the rest of the year the Factory Superintendent will submit to the Agent his Factory stock account (Factory Form No. 164), showing the opening balance of the last return, receipts and expenditure during the day or week, as the case may be, and the closing balance of each description of stock compiled from the stock books of the several departments in the Factory. The assistant in charge of each department will fill up the account of his department and will sign it. The entire stock account will then be examined by the Head Clerk before it is countersigned by the Factory Superintendent.

Annual report.

493. The Factory Superintendent will submit to the Agent his annual report on the operations of the Factory not later than the 15th of November, and will review in detail—

(*i*) The supply and quality of leaves, the mode and efficiency of packing, the manner of transport, and any other circumstances requiring notice or attention of district officers.

(*ii*) Similar points regarding trash.

(*iii*) The packing and breakage of opium jars.

(*iv*) The quality and district classification of opium delivered.

He will also submit in duplicate the following returns embodying the transactions of the period 1st April to 31st October—

(*i*) Statement showing receipts and expenditure of opium;

(*ii*) statement of abkari opium manufactured and issued;

(*iii*) statement of medical opium manufactured and issued;

and those of period 1st November to 31st October—

(*iv*) Statement showing the receipt and expenditure of leaves.

(*v*) Statement showing receipt and expenditure of trash.

Annual statements.

494. On the close of the each financial year (31st March) the Factory Superintendent will again submit to the Opium Agent the above-mentioned statements, Nos. I, II, III, in duplicate, for the preceding twelve months.

Annual statements.

495. In compiling statement (1) any balances remaining over from the preceding year will be brought to credit, the audited figures of the actual amount of all descriptions of opium received from district officers (including pussewa and excluding district dhoi) will be credited from the detailed register of chalans kept in the office.

Fines imposed on good or any description of opium will not be deducted from the stock credited in this account, as they do not affect the weight of opium received.

Contraband as well as opium received at the Factory from any other source will also be credited.

Annual statement.

496. On the expenditure side of the statement the following items will be debited :—

(*i*) The total amount of opium for the manufacture of provision cakes exported from the malkhana, reduced to 75° consistence as entered in column 6 of the register of caking results, minus the estimated loss for adhesion to vessels and on account of foreign substances, such as pottery, sticks, &c., as entered in columns 11 and 12 of the same register.

(*ii*) The amount of lewa expended on manufacture, suttai and repairs of provision cakes, as shown in the stock-book of lewa, minus the quantity received back from the manufacturing and suttai operations as shown in the stock book of material for lewa manufacture.

(*iii*) The amount of abkari opium reduced to 75° of consistence issued from the Factory, as shown by the stock book of abkari opium.

(*iv*) The amount of contraband and burnt opium set aside for the manufacture of alkaloids out of the stock credited on the receipt side.

(*v*) The provision cakes packed and despatched from the Factory or damaged cakes transferred for lewa purposes out of the number credited on the receipt side of the account.

Also any other items of expenditure or issue not included under the above heads.

Verified balances.

497. The verified balance of opium of all descriptions—lewa, pussewa, dhoi—and cakes of the previous year, as exhibited by the various stock books, will then be entered and added to the total expenditure. The sum of the balance and the total expenditure will then be compared with the total receipts, and the difference will be shown as a godown deficit on the expenditure side, or godown surplus on the receipt side, as the case may be.

Balances.

498. At foot of the statement a memorandum will be added, showing the provision cakes manufactured, and their equivalent in provision chests and cakes, and also showing any opium that may be in reserve, as well as the abkari, manufactured and unmanufactured, in hand. All entries in statement (*i*) will be shown at 75° of consistence.

Closing balances.

499. The closing balances on the 31st March shown in all the above statements will represent the verified stock in hand obtained in accordance with the instructions laid down in this Manual under the chapters dealing with each description of stock. The verification of the stock of opium—lewa, pussewa, and dhoi—should be done before 31st October, so that the verified balance might be shown in the return for that period.

Check of stock-books.

500. The books kept in connection with the stock of opium leaves and trash in the several departments of the Factory will be audited in the office in the following manner:—

I.—Import Register of Opium—

(i) Compare Import Register with the receipt book of chalans kept in the Factory Superintendent's office.
(ii) Check column 14 of the Import Register with the original assay slips or receipts filed by the import officer.
(iii) Check columns 2 and 3 of the Import Register with columns 2 and 3 of the office "Register of chalans passed."

II.—Malkhana stock book—

(i) Check the entries on the import side with the "Receipt Register of chalans," and compare with the parakh statement.
(ii) Check entries in columns 4 and 6 with corresponding entries in the register of confiscated opium, &c., kept in laboratory.
(iii) Check entries on the export side with the export report.
(iv) Check entries of export with the corresponding register of caking results and stock books of abkari and lewa.
(v) Check opening and closing balances and all intermediate calculations.

III.—Register of Caking Results—

(i) Check columns 2 and 4 with memorandum of export and assay.
(ii) Check conversion in column 5 with tables.
(iii) Compare column 7 with certificate of caking vat assay.
(iv) Compare column 8 with the corresponding credits in the Godown Register of Cakes, the Receipt book of cakes, and the General Register of cakes kept by the Assistant Factory Superintendent.
(v) Check calculations in column 10 with tables.
(vi) Check all lateral additions, &c.

IV.—General Register of Cakes—

(i) Check opening and closing balances and totals, &c.
(ii) Check any other issues of cakes with receipt of receiving officer and authority of Factory Superintendent for issue.
(iii) Check despatches with number of cakes written off as packed, and also with the packing returns of the day.

1. PAGE 119, Chapter XXVII, Rule 500:—

Add the following lines *below* the heading "IX—Contraband Opium Register, item (*iii*)" of the above rule:—

"IX (*a*).—Stock-book of miscellaneous opium held in deposit.

(*i*) Check opening and closing balances, totals, &c.

(*ii*) Check receipt entry with invoice of forwarding officer, also godown register of cakes in the case of cakes transferred for deposit.

(*iii*) Check expenditure entries with credits in the stock-books of the receiving departments."

18-11-1902.

V.—Godown Register of Cakes—

(i) Check balances of cakes on the close of each month.
(ii) Check issues of cakes for packing or other purposes with the General Register.

VI.—Stock book of Material for Lewa—

(i) Check the receipts with the corresponding issues from the stock books of the several departments.
(ii) Compare pussewa receipts with office register of chalans passed.
(iii) Check assay consistences with assay slip, &c.
(iv) Check conversion to 510, with the help of tables.
(v) Check total issues (column 10) with corresponding credit in the stock book of lewa.
(vi) Check totals and opening and closing balances, &c.

VII.—Stock book of Lewa—

(i) Check opening and closing balances and totals, &c.
(ii) Check issues with indents.

VIII.—Stock book of Abkari—

(i) Check opening and closing balances and totals, &c.
(ii) Compare consistence with memorandum of export and assay.
(iii) Check conversion of the gross opium to 90° consistence with the help of tables.
(iv) Check entries in column 7 with corresponding entries in column 12.
(v) Check entries in column 8 with authority and with credit in the stock book of the receiving department.
(vi) Check issues (column 14) with authority in abkari order book and with the indents passed by the Opium Agent.
(vii) Check number of chests in columns 11 to 15 with the corresponding quantity of opium exhibited in the same columns.

IX.—Contraband Opium Register—

(i) Check receipt entry with invoice of forwarding officer.
(ii) Check conversions to 75° consistence.
(iii) Check expenditure entries with credits in the stock books of the receiving departments.

X.—Stock book of Confiscated Opium—

(i) Check opening and closing balances, totals, &c.
(ii) Check confiscations with office register of chalans.
(iii) Check column 7 with chalan registers.
(iv) Check column 8 with invoice.
(v) Check column 9 with chalans.
(vi) Check column 10 with Contraband Opium Register.

XI.—Stock book of Medical Opium—

(i) Check opening and closing balances, totals, &c.
(ii) Compare consistence with memorandum of export and assay.
(iii) Check conversion of the gross opium to 90° consistence with the help of tables.
(iv) Check issues with authority and with indents passed by Opium Agent.

XII.—Import Register of Leaves—

(i) Compare entries with the receipt book of chalans kept in the office.

XIII.—Stock book of Leaves—

(i) Check opening and closing balances, additions and deductions.
(ii) Check entries on receipt side with the Register of Leaf Chalans kept in the office.
(iii) Check issues with indents passed by the Factory Superintendent.
(iv) Check any special expenditure with authority for the same.

XIV.—Import Register of Trash—

(i) Check all calculations.

XV.—Stock book of Trash—

(i) Check opening and closing balances, additions and deductions.
(ii) Check receipts of uncleaned trash with the receipt register kept in the office.
(iii) Check columns 5 and 6.
(iv) Check receipts of cleaned trash with column 5 of uncleaned trash.
(v) Check issues with indents passed by the Factory Superintendent.
(vi) Check any special expenditure with authority for the same.

APPENDIX TO OPIUM MANUAL.

PART III.

(PATNA FACTORY.)

CONTENTS.

		PAGE.
Appendix A.	Specification for mango-wood chests and lids	123
„ B.	Code references to forms	125
„ C.	Factory forms	129
„ D.	Forms for despatch of contraband parcels	325
„ E.	Adulterations of opium and their detection	326

APPENDIX A.

SPECIFICATION.

Mango-wood chests and lids.

A. Length outside	...	...	36 inches.
„ inside	...	...	34 „
Width outside	...	...	27 „
„ inside	...	...	25 „
Depth „	...	...	14 „

B. The chests are to be made of mango-wood, the planks used must be sound, fairly seasoned, not green, and free from either dry rot or borers.

The wood must also be free from very large or bad knots, and also from long or curved cracks, straight cracks, not longer than six inches will be passed, provided more than four do not exist in the same chest, any which are longer than six inches will not necessarily be rejected, provided they are straight and the chest is not rendered weak by their situation, but it will be optional for the Factory Superintendent or other officer appointed to examine the chests, to reject or pass them according to circumstances.

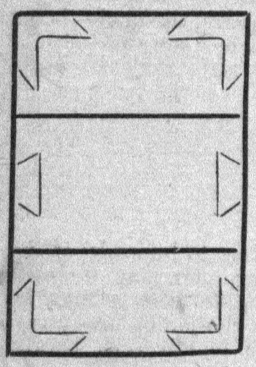
Chests which are either in length or width not more than one quarter of an inch, more or less than the standard size, will not be rejected by reason of the difference in size.

C. The wood is to be in thickness not less than one inch and not more than one and quarter inches; it need not be planed, but is to be used rough, as it come from the saw, any considerable inequalities being removed by an adze (bussoola).

D. The four walls of a chest are not to be made of more than six planks (*i.e.*, if each side be made of two pieces, then both ends must be of one piece, or if each end be made of two pieces, then both sides must be of one piece).

E. A chest must not be made with one side, and one end wall of two pieces of planks and the remaining side and end of one piece of wood.

FIG. 8.



F. No bottom is to be made of more than three pieces of wood, and no side or end of more than two pieces.

G. Whenever joints occur in either the planks and the side ends or bottom of chests, they must be always straight, not curved, and parallel with the greatest measurement, and not at right angles to it, and where joints occur both edges are to be rabetted and made to overlap half an inch at the least.

All joints in the walls of a chest must be so placed that they will fall in the centre of some dovetail and not at the edge.

All planks with rabetted joints are to be securely fixed together with double pointed cross nails, three for each side, two for each end, and four for each joint in the bottom.

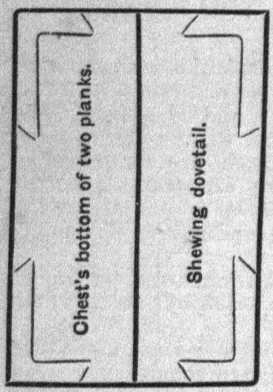
H. All corners of the chests are to be dovetailed and so arranged that there will be four pins cut on each end of the chest, and five tails on each side the dovetails to be all of equal size.

Four pins five tails.

J. The bottoms of the chest will be fitted in with large dovetails arranged thus—figures 1 and 2, or not more than three planks may be used crosswise, *i.e.*, the joints being parallel to the width of the chest as figure 3, but only 50 per cent. of figure 3 pattern will be taken.

K. All dovetails at the sides, ends, and bottoms, of chests are to be secured with nails, not less than two and three quarter inches long, which are to be of wrought-iron, either hand-made or machine cut (such as cut clasp) possessing good heads, nails without heads will not be passed.

FIG. 1.



L. Thirty-six nails will be ordinarily required for securing the dovetails at the four corners, and 28 for the bottom of the chest, total 64 nails per chest.

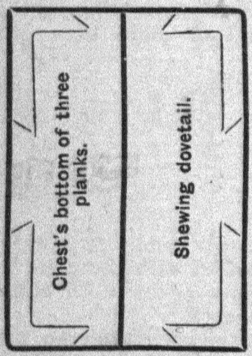
These nails should not number more than 200 to the seer of 80 tolahs weight.

M. The double-pointed nails are to be made of wrought-iron, and not less than three inches long, and should not number more than 100 to the seer of 80 tolahs weight.

N. *Lids.*—The wood of which the lids are to be made is to be of the same quality as specified under the head of chests and of the same thickness, &c. (the description of the wood which is and is not to be used, as given under the head of chest in paragraphs B and C applies equally to lids).

O. One end and one side of the lids must be dressed square, the angle being a right angle. The length of each lid must be at least 37 inches and the width 28 inches. A gauge 37 inches by 28 inches, with all its angles right angles, will be applied to all lids to test the measurement.

FIG. 2.



P. Twenty-five lids per cent. are to be made of not more than two planks, and the remainder may be made of three planks, but not more than three planks are to be used in making any lid, the joints are invariably to be in the direction of the length (*i.e.*, parallel to the greatest measurement).

The joint in the lids must all be straight, not curved, and rabetted so as to overlap one-half inch, each joint being firmly secured by four double-pointed nails, placed at equal distances at right angles to the joint, these double-pointed nails are to be of the same size and weight as those used for chests.

APPENDIX B.

Code references.

Serial number of forms.	Description of forms.	Code reference.
1	Indent for temporary establishment	10, 441
2	Leave application book	13, 442
3	Coolie muster attendance book	17, 443
4	Bi-monthly pay-bill	23
5	Monthly pay-bill	23
6	Cheque	23
7	Register of treasury orders	27, 445
8	Deposit register of undisbursed pay	28, 446
9	Chalan of unclaimed money deposited in the treasury ...	29, 446
10	Detailed undisbursed register of wages	32
11	Fine-book	33
12 & 12A.	Factory muster-roll	40
13	Search book	72
14	Leaf import register	78
15	Receipt for leaf chalans	79
16	Receipt-book for opium, leaf or trash chalans sent to the office.	83, 113, 154
17	Daily register of leaf chalans received	84
18	Objection statement for leaf chalans	85
19	Detailed audit register of leaves	86
20	Memorandum of leaves or trash weighed each day ...	88
21	Stock-book of leaves	88
22	Daily weighment record of choor leaves	93
23	Indent for leaves for manufacture and suttai ...	94
24	Ditto for petty repairs	94, 293
25	Leaf assay form	98
26	Register of leaf expenditure on manufacture of cakes ...	104
27	Ditto ditto on suttai	104
28	Ditto stock-taking of poppy flower leaves ...	105
29	Trash import register	107
30	Receipts for trash	109
31	Register of foreign matter in trash	111
32	Daily register of trash chalans	113
33	Detailed kothiwari register of trash	114
34	Stock book of trash	114
35	Indent for trash	116, 293, 323
36	Register of jars and pots despatched daily from the Patna railway station.	121
37	Import register of opium	123
38	Register of state of baskets and packing of chalan opium jars.	123
39	Register of broken opium jars received at the Factory ...	124, 125, F. N. to 136
40	Register of average weight of basket and straw ...	F. N. to 125
41	Discrepancy register	133
42	Check weighment register of empty jars	135
43	Receipt-book of jars and pots sent to the laboratory ...	139
44	Register of jars and pots received, weighed, and parakhed	139

Serial number of forms.	Description of forms.	Code reference.
45	Daily report of chalan opium jars and pots received at the Factory.	139
46	Daily weighment report	139
47	Register of jars broken at the Factory	139
48	Parakh paper	141
49	Register of fines imposed on good opium	145
50	Discharge certificate for zilladars for jars and pots ..	146
51	Daily parakh report	146
52	Assay register for chalan opium	151
53	Assay slip	153
54	Removal certificate	153, 200
55	Parakh paper for inferior opium	170
56	Register of pots examined	171
57	Memorandum showing the results of laboratory examination of suspected opium, &c.	172
58	Stock-book of confiscated opium, &c.	172, 392
59	Memorandum of pussewa	177
60	Receipt register of chalans	184
61	Discrepancy memorandum of chalans	185
62	Daily abstract register of gross damdeta opium ...	196
63	Daily progress report of chalans passed	197
64	Register of each quality of opium in stock	202
65	Register of scrapings obtained	207
66	General assay register	209, 290
67	Alligation register	210
68	Alligation assay register	214
69	Caking tank assay certificate	215, 234, 372
70	Export register	216
71	Malkhana stock book	216
72	Register of caking results	216
73	Register of exports from malkhana for lewa and abkari ..	216, 369
74	Register of opium, pussewa, and dhoi received into the lewakhana.	220, 223, 224, 226, 227, 238,
75	Ledger account of dhoi received and expended ...	223, 224, 226, 227, 238
76	Ditto of opium do. and do. ...	238
77	Ditto of pussewa received and expended ...	238
78	Daily account of manufacture and expenditure of lewa ...	238
79	Detailed daily account of expenditure of wa ...	238
80	Indent for abkari, lewa, or medical opium ...	228
81	Lewa indent for manufacture and suttai of cakes ...	236
82	Register of provision cakes manufactured ...	278, 279
83	Monthly register of cakes manufactured by each cake-maker.	278
84	Detailed register of fines inflicted on cake-makers and their boys.	284
85	Register of cakes made of each consistence	284
86	Stock-book of provision cakes	284
87	Register of cakes sent to godowns	284
88	Caking-room pass	284
89	Register showing weight of 100 cakes	284
90	Cake godown block slip	292
91	Indent for lewa	293
92	Indent for cups	293

"Register of receipts, and expenditure of alligated opium and outturn of provision cakes." 5-5-1901.

"Account of weighment conducted at the test scale." 17-3-99.

Page 127, Appendix B:—

In the number and description of Form No. 115 given at this page, after the figures "115" *add* "[Opium Form No. VIII (*a*)]" and *substitute* the words "Advice of despatch of abkari opium chests" *for* the words "Invoice of abkari chests." 15-9-1901.

Serial number of forms.	Description of forms.	Code reference.
93	Diary of the daily operations of cake godowns ...	294
94	Register of cakes wetted by leakage	300
95	Cake godown daily register of cakes suttaied, kussed, and repaired.	308
96	Daily report of suttai and repair of cakes	308
97	Godown statement showing the weight of 80 cakes ..	309
98	Provision chest tickets	317, 329
99	Weather and trash assay register for packing ...	325, 327
100	Register showing results of examination of packed chests	345
101	Register of packing weights	346
102	Tally sheets of provision opium chests despatched ...	350
103	Account of packing and weighing of provision chests ...	351
104	Daily register of cakes packed	351, 352
105	Certificate of cakes packed	351
106	Abstract of check-weighment of provision opium chests ..	355
107	Ticket for cart-men carrying chests	357
108	Report of assistant superintending despatches at railway station	358
109	Head-constable's receipt for provision opium chests ...	360
110	Invoice of provision chests despatched and certificate showing quality, weight, &c.	365
111	Stock-book of abkari opium	369
112	Abkari chest tickets	374
113	Register of packed-chests of abkari opium	377
114	Abkari opium supply order book	378
115	Invoice of abkari chests	378
116	Receipt for abkari opium	379
117	Statement of opium supplied for abkari purposes ...	379
118	Stock-book of medical opium in cakes	382
119	Stock-book of medical opium in powder	382
119A	Ticket for chest of medicinal opium	283
120	Contraband opium account	389
121, 122	Statement of results of examination of contraband opium.	393
123	Firebrigade fortnightly report	398, 405
124	Factory pass	410
125	Day-book of stores received	418, 474
126	Store ledger	418, 474
127	Indent for articles required from Store Department ...	419, 472, 474
128	Day-book of stores issued	419, 474
129	Indent for stores for weighments (district)	420
130	Indent for chemicals and laboratory stores for weighments	420
131	Invoice of articles supplied	420, 474
132	Chalan of articles returned into store	421, 474
133	Detailed statement of stores verified	424, 474, 475
134	Auction sale register	425
135	Estimate of stores required from England	426, 474
136	Indent for European stores	426, 474
137	Annual statement of expenditure on stores	426, 474
138	Annual plus and minus memorandum of dead stock ...	426, 474
139	Stock-book of cups received	433
140	Cup contractors' ledger	433
141	Receipt to contractors for cups	433
142	Chest Department and Saw Mills, muster roll ...	448

Serial number of forms.	Description of forms.	Code reference.
143	Measurement register of timber	450
144	Contractors' bill for timber	451
145	Stack register of timber	452, 453
146	Stock-book of logs	452, 453
147	Ledger of timber supplied by contractors	452
148	Daily register of timber sawn	453
149	Stock-book of planks	454
150	Stock-book of compartments	456
151	Stock-book of chests	457, 460, 463
152	Stock-book of lids	457, 460
153	Daily register of mango-wood chests and lids examined ...	460
154	Ledger of mango-wood chests and lids supplied by contractors.	460
155	Receipt for mango-wood chests and lids	460
156	Bill for mango-wood chests and lids	461
157	Detailed account of mango-wood chests and lids ...	461
158	Bills for articles supplied by the Factory	461
159	Sale ticket	480
160	Register of sale proceeds	480
161	Weekly report of articles sold	481
162	Daily manufacturing report, Chest Department and Saw Mills.	484
163	Statement showing the receipts and expenditure of sâl, semul, and asna logs for provision, abkari and mango-wood chests.	484
164	Daily manufacturing report	492

APPENDIX C.

FACTORY FORM No. 1.]

BIHAR OPIUM AGENCY.

No.

Indent for Establishment required by

Dated 189 .

CLASS.	Rate of pay.			Number already employed.	Number required on this indent.	Number employed last year on same work.	Number allowed on this by the Factory Superintendent.	REMARKS.
	Rs.	A.	P.					

Approved.

Asst. Factory Supdt. *Factory Supdt.*

Asst. in charge.

BIHAR OPIUM AGENCY.

No.

Indent for Establishment required by

Dated 189 .

CLASS.	Rate of pay.			Number already employed.	Number required on this indent.	Number employed last year on same work.	Number allowed on this by the Factory Superintendent.	REMARKS.
	Rs.	A.	P.					

Approved.

Asst. Factory Supdt. *Factory Supdt.*

Asst. in charge.

BIHAR OPIUM AGENCY.

No.

Indent for Establishment required by

Dated 189 .

CLASS.	Rate of pay.			Number already employed.	Number required on this indent.	Number employed last year on same work.	Number allowed on this by the Factory Superintendent.	REMARKS.
	Rs.	A.	P.					

Approved.

Asst. Factory Supdt. *Factory Supdt.*

Asst. in charge.

FACTORY FORM NO. 2.]

BIHAR OPIUM AGENCY.

LEAVE APPLICATION BOOK.

Department

1	2	3		4	5	6	7	8	9	10	11	12	13
NAME OF APPLICANT.	Nature of leave, private or sick.	PERIOD.		Date of return from last leave.	How the work is to be done during the applicant's absence.	Signature of Assistant.	Assistant Factory Superintendent's remarks.	Signature of the Assistant Factory Superintendent.	Factory Superintendent's order.	Signature of the Factory Superintendent.	Signature of the mustering officer.	Signature of Head Clerk.	REMARKS.
		From	To										

FACTORY FORM No. 2.]

BIHAR OPIUM AGENCY.

Muster-roll of *Establishment for the month of* 189

| 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | 6 | 7 | | | 8 | | | 9 | | | 10 | 11 | | | | | | | | | | | | | | |

FACTORY FORM No 4.]

BIHAR OPIUM AGENCY.

Account of Coolies, etc., wages from to 18 .

	Number.	Rate.			Amount.			Deduction on account of fines			Net amount payable.		
		Rs.	A.	P.	Rs.	A.	P.	Rs.	A	P.	Rs.	A	P.
Total													

Certified that I have duly distributed the pay drawn in the previous bill (except the amount credited with the Treasurer as unclaimed wages) and hold the recipients' receipts.

PATNA OPIUM FACTORY,
The 18 . *Asst. in charge.* *Head Clerk.* *Factory Supdt.*

FACTORY FORM No 5.]

BIHAR OPIUM AGENCY.

Pay list of Temporary Establishment during the month of 189

Serial number.	Department and name.	Grade.	Duration of service in the month.	Time.				Rate of pay.	Calculated amount of pay.			Deduction on account of fines.			Net amount payable.		
				Absent.		Present.											
				M.	D.	M.	D.		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
			Total														

Certified that I have duly distributed the pay drawn in the previous bill (except any amounts deducted from the current bill) and hold the recipients' receipts.

PATNA OPIUM FACTORY;
The 18 . *Asst. in charge.* *Head Clerk.* *Factory Supdt.*

FACTORY FORM NO. 6.]

BIHAR OPIUM AGENCY.

No. Dated 18 .

DEPARTMENT.

To

The Treasurer, Patna Opium Factory.

Required the sum of Rupees

for the payment of

Rs.

Assistant in charge.

BIHAR OPIUM AGENCY.

No. Dated 18

DEPARTMENT.

To

The Treasurer, Patna Opium Factory.

Required the sum of Rupees

for the payment of

Rs.

Checked.

Assistant in charge. *Head Clerk.* *Factory Superintendent.*

To

TREASURER.

Pay permanent Sirdar

Dated 18 *Assistant in charge.*

Received

Dated 18 *Permanent Sirdar.*

FACTORY FORM No. 7.]

BIHAR OPIUM AGENCY.

Account of Treasury order for payment on 189 .

Date of Treasury order.	Number of Treasury order.	Name of officers drawing order.	Department.	Amount.			After payment each officer is to write "paid" or "not paid" opposite his Treasury order.	Signature of officers.
				Rs.	A.	P.		

	Note.	Rupees.	Silver pieces.			Copper pice.			Total.		
			Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
Balance with the Treasurer on the											
Sale proceeds received from											
Cash available											
Cash required from Treasury ...											
Total ...											
Deduct disbursement											
Balance with the Treasurer on the											

FACTORY FORM No. 8.]

BIHAR OPIUM AGENCY.

Deposit Register of undisbursed pay.

1	2	3	4			5	6	7		8	9
Date of deposit.	Chalan number.	Particulars of the amount deposited.	Amount deposited.			Signature of depositor.	Signature of Treasurer or Head Muharrir.	Date of withdrawal.		Signature of payee.	REMARKS.
			Rs.	A.	P.						

FACTORY FORM No. 9.]

BIHAR OPIUM AGENCY.

Assistant's chalan of undisbursed money deposited in the Treasury.

1	2	3	4	5	6	7	8	9	10	11
Number.	Date of deposit.	On what account.	Amount of deposit.	Signature of depositor.	Authority of Assistant Factory Superintendent.	Signature of Treasurer or Head Muharrir.	Date of withdrawal.	Signature of payee.	Authority of Assistant Factory Superintendent.	REMARKS.

FACTORY FORM No. 10.]

BIHAR OPIUM AGENCY.

Detailed undisbursed register of wages from to 189

Department.

Serial number in roll.	Name and caste.	Number of days.	Rate.			Amount due.			REMARKS.
			Rs.	A.	P.	Rs.	A.	P.	

The 189

Asst. in charge. *Head Clerk.* *Factory Supdt.*

FACTORY FORM NO. 11.]

BIHAR OPIUM AGENCY.

Fine-book.

No.	Date.	Name.	Class.	Detail of fault for which fined.	Rate of pay.	Amount of fines.	Amount realized.	By whom fined.	Signature of officer confirming fine.	Remarks by officer confirming the fine.

FACTORY FORM No. 12.]

BIHAR OPIUM AGENCY.

Abstract for the muster of daily Coolies and Temporary Establishment for the 18

The number to be filled in with coloured pencil at the time of counting the coolies and not afterwards.	NUMBER ALLOWED.								NUMBER ACTUALLY PRESENT.								Signature of officer in charge.
	Monthly paid servants.	COOLIES RECEIVING DAILY WAGES.							Monthly paid servants.	COOLIES RECEIVING DAILY WAGES.							
		Carpenters, blacksmiths, beldars, &c.				Boys.		Women at annas 1-6.		Carpenters, blacksmiths, beldars, &c.				Boys.		Women at annas 1-6.	
		At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At anna 1.			At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At anna 1.		
No. 1 West Cake Godown.																	
Sirdars																	
Cake-makers																	
Daily coolies																	
No. 2 Centre Cake Godown.																	
Sirdars																	
Cake-makers																	
Daily coolies																	
No. 3 Main Cake Godown.																	
Sirdars																	
Cake-makers																	
Daily coolies																	

No. 4 Diamond Cake Godown.																	
Sirdars																	
Cake-makers																	
Daily coolies																	
No. 5 South Cake Godown.																	
Sirdars																	
Cake-makers																	
Daily coolies																	
Abkari Department.																	
Sirdars																	
Weighmen																	
Carpenters																	
Daily coolies																	
Trash Department.																	
Matin																	
Daily coolies																	
Sweepers																	
Leaf Department.																	
Sirdars																	
Pickers																	
Daily coolies																	
Laboratory.																	
For ticket perforator																	
Ditto stamper																	
Daily coolies																	
Boilerman																	
Cup Department.																	
Beldar monthly																	
Daily coolies																	
Lewakhana.																	
Daily coolies																	
Total carried over ...																	

FACTORY FORM No. 12—*continued.*]

Abstract for the muster of daily Coolies and Temporary Establishment for the 18

The number to be filled in with coloured pencil at the time of counting, the coolies and not afterwards.	NUMBER ALLOWED.								NUMBER ACTUALLY PRESENT.								Signature of officer in charge.
	Monthly paid servants.	COOLIES RECEIVING DAILY WAGES.							Monthly paid servants.	COOLIES RECEIVING DAILY WAGES.							
		Carpenters, blacksmiths, beldars, &c.				Boys.		Women at annas 1-6.		Carpenters, blacksmiths, beldars, &c.				Boys.		Women at annas 1-6.	
		At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At anna 1.			At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At anna 1.		
Brought forward ...																	
Store Department.																	
Blacksmiths																	
Carpenters																	
Errand boys																	
Sweepers																	
Daily coolies																	
Sweeping Factory boys																	
Miscellaneous beldars																	
Supplying water coolies																	
With bullocks boys																	
Dome boys																	
Auction Department.																	
Munshi																	
Girdars																	
Daily coolies																	
Petty repairs.																	
Masons																	
Daily coolies																	
Stone cutter																	
Gharamees																	

Packing at Scales.

Weighman ... ...
1st class cake-makers at scales ... ...
2nd do. ditto at do. ... ...
Assisting at packing at do. ... ...
Putting trash at bottom of chest ... ...
Supplying trash for chest ... ...
Putting mats and divisions into chests ..
Placing tickets into chests .. ..
Lifting maund weights and packing ... ...
Carrying empty chests to scales ... ..
Ditto filled chests in packing-room ..
Ditto cakes to scales ... ...
Ditto trash to do. ... ...

Packing.

Carrying compartments ... ...
Boys to place battens under chests .. ..
1st class cake-makers to examine the pressing of trash into the upper half of chests.
2nd class cake-makers to press trash into upper layer of chests.
Beldars to press trash into upper layer of chests.
Cake-makers' boys ... ...
Beldars for placing battens under chests ...
Do. for moving chests when dressing lids, &c.
Men numbering gunny, 1st class, and marking chests.
Men numbering gunny, 2nd class, and marking chests.
Boys to carry trash to packing-room ... ...
Men to distribute tickets to gunny sewers ...
Do. for carrying chests from airing ground and arranging them for scales.
Carpenters for drying lids ... .
Ditto for nailing down ... ...
Ditto boys for setting up divisions ...

Total carried over ..

FACTORY FORM NO. 12—*concluded.*]

Abstract for the muster of daily Coolies and Temporary Establishment for the 18

The number to be filled in with coloured pencil at the time of counting the coolies and not afterwards.	NUMBER ALLOWED.								NUMBER ACTUALLY PRESENT.								Signature of officer in charge.
	Monthly paid servants.	COOLIES RECEIVING DAILY WAGES.							Monthly paid servants.	COOLIES RECEIVING DAILY WAGES.							
		Carpenters, blacksmiths, beldars, &c.				Boys.		Women at annas 1-6.		Carpenters, blacksmiths, beldars, &c.				Boys.		Women at annas 1-6.	
		At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At anna 1.			At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At anna 1.		
Brought forward ...																	
Packing.—concluded.																	
Boys for assisting																	
Sirdars to superintend and examine fitting and sewing of gunny on chests.																	
Sirdar for gunny sewers																	
Do. examining chests and lids before packing																	
Numberers at loading chests																	
Sirdars with opium despatches																	
Tailees sewing gunny on chests																	
Carpenter boys unnailing lids at scales ...																	
Tailee at Railway Station																	
Test Scales.																	
Head packer																	
Mate																	
Bundhanees																	
Boy																	
GRAND TOTAL ...																	

N. B.—All weighmen and pickers are paid monthly

Mustering Officer. *Factory Superintendent.*

FACTORY FORM No. 12A.]

BIHAR OPIUM AGENCY.

Abstract for the muster of daily Coolies and Temporary Establishment for 18

The number to be filled in with coloured pencil on the spot at the time of counting the coolies and not afterwards.	NUMBER ALLOWED.									NUMBER ACTUALLY PRESENT.									Signature of officer in charge.	REMARKS.
	Monthly paid servants.	COOLIES RECEIVING DAILY WAGES.								Monthly paid servants.	COOLIES RECEIVING DAILY WAGES.									
		Carpenters, blacksmiths, beldars, &c.				Boys.			Women at annas 1-6.		Carpenters, blacksmiths, beldars, &c.				Boys.			Women at annas 1-6.		
		At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At annas 1-3.	At anna 1.			At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At annas 1-3.	At anna 1.			
No. 1 West Cake Godown.																				
Sirdars																				
Cake-makers																				
Daily coolies																				
No. 2 Centre Cake Godown.																				
Sirdars																				
Cake-makers																				
Daily colies																				
No. 3 Main Cake Godown.																				
Sirdars																				
Cake-makers																				
Daily coolies																				

FACTORY FORM NO. 12A—*continued.*]

Abstract for the muster of daily Coolies and Temporary Establishment for 18

The number to be filled in with coloured pencil on the spot at the time of counting the coolies and not afterwards.	NUMBER ALLOWED.									NUMBER ACTUALLY PRESENT.									Signature of officer in charge.	REMARKS.
		COOLIES RECEIVING DAILY WAGES.									COOLIES RECEIVING DAILY WAGES.									
		Carpenters, blacksmiths, beldars, &c.				Boys.					Carpenters, blacksmiths, beldars, &c.				Boys.					
	Monthly paid servants.	At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At annas 1-3.	At annas 1.	Women at annas 1-6.	Monthly paid servants.	At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At annas 1-3.	At annas 1.	Women at annas 1-6.		
No. 4 Diamond Cake Godown.																				
Sirdars																				
Cake-makers																				
Daily coolies																				
No. 5 South Cake Godown.																				
Sirdars																				
Cake-makers																				
Daily coolies																				
Abkari Department.																				
Sirdars																				
Weighmen																				
Carpenters																				
Daily coolies																				

Trash Department.

Sirdars ... ...
Weighmen ... ...
Matin ... ...
Sweepers ... ...
Daily coolies ... ...

Leaf Department.

Sirdars ... .
First class weighmen... ... ...
Second do. do. ... ...
Daily coolies ... ...

Laboratory.

Jar ticket perforator ... ...
Ditto stamper ... .
Operator ... ...
Boilerman ... ...
Daily coolies ... ...

Medical Department.

Daily coolies ... ...

Cup Department.

Beldar ... ... Monthly
Daily coolies ... ...

Store Department.

Blacksmiths ... ...
Carpenters ... ...
Errand boys ... ...
Sweepers ... .
Daily coolies ... ...
Sweeping Factory ... ... Daily
Miscellaneous beldars ... ... Do.
Drinking-water supplier ... Do.
With bullocks boys ... ... Do.
Dome boys ... ... Do.
Measuring gunny .. ... Do.

FACTORY FORM No. 12A—*continued.*]

Abstract for the muster of daily Coolies and Temporary Establishment for 18

The number to be filled in with coloured pencil on the spot at the time of counting the coolies and not afterwards.	NUMBER ALLOWED.									NUMBER ACTUALLY PRESENT.									Signature of officer in charge.	REMARKS.
	Monthly paid servants.	COOLIES RECEIVING DAILY WAGES.								Monthly paid servants.	COOLIES RECEIVING DAILY WAGES.									
		Carpenters, blacksmiths, beldars, &c.				Boys.			Women at annas 1-6.		Carpenters, blacksmiths, beldars, &c.				Boys.			Women at annas 1-6.		
		At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At annas 1-3.	At anna 1.			At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At annas 1-3.	At anna 1.			
Auction Department.																				
Munshi																				
Sirdars																				
Daily coolies																				
Petty Repairs.																				
Mason																				
Stone-cutter																				
Daily coolies																				
Gharamees																				
Malkhana.																				
Sirdars ... ... Monthly																				
Weighmen ... ... Ditto																				
Beldars emptying vats ... Ditto																				
Mixing mêl ... ... Daily																				
Carrying „ ... ... Do.																				
Weighing „ ... ... Do.																				
Emptying and scraping jars Do.																				

Caking Department.

Sirdars	Monthly
Sirdars wetting bhagas ...	Ditto
Weighmen	Ditto
Ticket perforator	Ditto
,, stamper	Ditto
Cake-makers	Contract work.
Ditto boys ...	Daily
Cake-makers in caking school	Contract work.
Ditto boys ...	Daily
Wetting bhagas ...	Do.
Distributing do. ...	Do.
Supplying mêl to scale ...	Do.
Ditto water in caking-room	Do.
Drinking-water supplier ...	Do.
Cleaning caking-room ...	Do.
Boys rolling cakes on trash	Do.
Watchers	Do.

Sattai Department.

Sirdars	Monthly
Cake-makers	Contract work.
Ditto boys ...	Daily
Cake-makers, caking school	Contract work.
Ditto boys ...	Daily
Supplying water in caking-room ...	Do.
Cleaning caking-room ...	Do.

Lewakhana.

Sirdars	Monthly
Weighmen	Ditto
Dhoi manufacture	Daily
Making lewa	Do.

FACTORY FORM No. 12A—*concluded.*]

Abstract for the muster of daily Coolies and Temporary Establishment for 18

The number to be filled in with coloured pencil on the spot at the time of counting the coolies and not afterwards.	NUMBER ALLOWED.									NUMBER ACTUALLY PRESENT.									Signature of officer in charge.	REMARKS.
		COOLIES RECEIVING DAILY WAGES.									COOLIES RECEIVING DAILY WAGES.									
		Carpenters, blacksmiths, beldars, &c.				Boys.					Carpenters, blacksmiths, beldars, &c.				Boys.					
	Monthly paid servants.	At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At annas 1-3.	At anna 1.	Women at annas 1-6.	Monthly paid servants.	At annas 4.	At annas 3.	At annas 2-6.	At annas 2.	At annas 1-6.	At annas 1-3.	At anna 1.	Women at annas 1 6.		
Iswakhana—concluded.																				
Daily coolies																				
In caking-room weighing lewa Daily																				
Do. do. distributing do. Do.																				
Scraping jars ... ... Do.																				
Jar weighment scale No. 1.																				
Weighmen ... ... Monthly																				
Numberer ... ... Daily																				
Daily coolies																				
Jar weighment scale No. 2.																				
Weighmen																				
Numberer																				
Daily coolies																				

Jar weighment scale No. 3.

Weighmen	Monthly
Numberer	Daily
Daily coolies	

Leaf weighment scale No. 1.

Weighmen	Monthly
Picker	Ditto
Daily coolies	

Leaf weighment scale No. 2.

Weighmen	Monthly
Picker	Ditto
Daily coolies	

Comparison of Jars.

Numberer	Monthly
Weighmen	Ditto
Daily coolies	

At Railway Station.

Daily coolies	

Mustering Officer. *Factory Superintendent.*

FACTORY FORM No. 13.]

BIHAR OPIUM AGENCY.

Search Report Book.

Month and date.	Searching Officer's Report.	SIGNATURE OF—	
		Searching Officer.	Factory Superintendent.

FACTORY FORM No. 14.]

BIHAR OPIUM AGENCY.

Daily Import Register of Leaf Chalans of Season 189 -9 .

1	2	3	4	5	6	7	8															9	10	11
							WEIGHT OF LEAVES AS PER CHALAN.																	
Sadar number of chalan.	District number of chalan.	Division.	Kothi.	Date of arrival.	Date of weighment.	Number of baskets.	1st class.			2nd class.			3rd class.			4th class.			Total.			General condition of chalan.	Number of receipts granted to silladars.	REMARKS.
							MDS.	S.	C.	MDS.	S.	C.	MDS.	S.	C.	MDS.	S.	C.	MDS.	S.	C.			

FACTORY FORM No. 15.]

BIHAR OPIUM AGENCY.

Receipt for Chalan Leaf Baskets. *No.*

NAME OF KOTHI.	No. of Chalan.	Baskets.	Date of arrival.	REMARKS.

Names of zilladars in charge of the Chalan

Date of release

Assistant in charge.

FACTORY FORM No. 15.]

BIHAR OPIUM AGENCY.

Receipt for Chalan Leaf Baskets. *No.*

NAME OF KOTHI.	No. of Chalan.	Baskets.	Date of arrival.	REMARKS.

Names of zilladars in charge of the Chalan

Date of release

Assistant. *Factory Superintendent.*

FACTORY FORM No. 16.]

BIHAR OPIUM AGENCY.

Opium / Leaf / Trash *Chalan Registers sent to the Office,* 189 .

Month and date.	SUBDIVISION.	Chalan number.	Daily total number of chalans.	Acknowledgment of Head-Clerk.

FACTORY FORM No 17.]

BIHAR OPIUM AGENCY.

Register of Poppy Flower Leaves received in the Factory Superintendent's Office.

Date of receipt of chalan in the office.	Sadar number of chalan.	Chalan number.	Division.	Subdivision.	Number of baskets.	Gross weight of leaves as per chalan.	Net Factory weight of leaves.	Daily Factory total.	Grand total.	REMARKS.

FACTORY FORM No. 18.]

BIHAR OPIUM AGENCY.

Objection statement, showing the results of examination of leaf chalan after weighment, season 189 -9 .

SUBDIVISION.	Chalan number.	Number of baskets under objection.	Quantity objected to.	Nature of objection.	Remarks by Head Clerk.	Orders of the Factory Superintendent.	REMARKS.

FACTORY FORM No. 19.]

BIHAR OPIUM

Register of Poppy flower leaves of Subdivision

DATE.	Sadar number of chalan.	Number of chalan.	Number of baskets.	As per Chalan.					As per Factory	
				Class	Class II.	Class III.	Class IV.	Total.	Class I.	Class II.
1	2	3	4	5	6	7	8	9	10	11
				M. s c	M s. c.	M. s c.	M. s. c	M. s. c	M. s. c	M. s c

AGENCY.

under *Division for season* 189 -9 .

WEIGHMENT.									Increase.			Decrease.			LEAVES PASSED FOR PAYMENT.															REMARKS.
Class III.			Class IV.			Total.									Class I.			Class II.			Class III.			Total.			Value.			
12			13			14			15			16			17			18			19			20			21			22
M.	S	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	Rs.	A	P.	

FACTORY FORM No. 20.]

BIHAR OPIUM AGENCY.

Memorandum of Poppy $\frac{\textit{Flower leaves}}{\textit{Trash}}$ *received into the Factory on* 189 .

DETAILS.	Factory weight of $\frac{\text{leaves}}{\text{trash}}$.			REMARKS.
	M.	S.	C.	
Received this day				
Previously received				
Total ...				

BIHAR OPIUM AGENCY
SUDDER FACTORY;
The 189

Factory Superintendent.

Head Clerk.

BIHAR OPIUM AGENCY.

Memorandum of Poppy $\frac{\textit{Flower leaves}}{\textit{Trash}}$ *received into the Factory on* 189 .

DETAILS.	Factory weight of $\frac{\text{leaves}}{\text{trash}}$.			REMARKS.
	M.	S.	C.	
Received this day				
Previously received				
Total ...				

BIHAR OPIUM AGENCY
SUDDER FACTORY;
The 189 .

Factory Superintendent.

Entered in Stock Book.

Asst. in charge of Leaf and Trash Dept.

Head Clerk.

FACTORY FORM No. 21.]

BIHAR OPIUM AGENCY.

Stock Book of Poppy Flower Leaves at the Sudder Opium Factory.

| MONTH AND DATE. | OLD LEAVES. | | | | | NEW LEAVES. | | | | |

FACTORY FORM No. 22.]

BIHAR OPIUM AGENCY.

Detailed weighment record of Choor Leaves, season 189 .

Month and date.		Quantity of choor leaves obtained			Total quantity of choor leaves			Signature of assistant who weighed the choor leaves	Remarks.
1		2			3			4	5
.		M	s.	c.	M	s.	c.		

FACTORY FORM No. 23]

BIHAR OPIUM AGENCY.

Indent for Leaf required for Manufacture and Sattai, season 189 -9 .

Month and date.	For manufacture of cakes.						For Suttai.									For general repairs				Grand total of leaf issues.			Signatures of—			Remarks
	Number of bhagas corresponding to number of cakes to be made.	Number of excess bhagas for repairs, &c.	Total number of bhagas.	Total amount of leaves at 5¼ chittacks per bhaga, plus atmospheric moisture (to be filled in by the Leaf Assistant)			Number of cakes to be suttaied and repaired.	Leaf at 1 75 kutchas per cake.			Wastage, atmospheric moisture, &c.			Total.			Number of cakes to be repaired and kussed.	Leaf required						Assistant Factory Superintendent	Factory Superintendent.	Assistant in charge of Leaf Department.	
1	2	3	4	5			6	7			8			9			10	11			12			13	14	15	16
				M	s	c.		M.	s.	c	M.	s	c	M	s	c.		M	s	c	M.	s	c.				

FACTORY FORM No. 24.]

BIHAR OPIUM AGENCY.

Leaf Indent.

Godown number.	Date.	Number of cakes requiring petty repairs.	Leaves required.	
			S.	C.

Assistant in charge.

BIHAR OPIUM AGENCY.

Leaf Indent.

Godown number.	Date.	Number of cakes requiring petty repairs.	Leaves required.	
			S.	C.

Asst. in charge. *Asst. Fy. Supdt.* *Fy. Supdt.*

FACTORY FORM No. 25.]

BIHAR OPIUM AGENCY.

FLOWER LEAF CERTIFICATE, No.

Compensation for Flower Leaves issued in Bhagas for

Leaves.	Dryage in 5 seers in kutchas.	Compensation per bhaga in grains.	SIGNATURE OF—	
			Factory Superintendent.	Assistant Factory Superintendent.
New				
Old				

P. O. FY. LABTY.;
The 189 .

In charge, Assay Department.

BIHAR OPIUM AGENCY.

FLOWER LEAF CERTIFICATE, No.

Compensation for Flower Leaves issued in Bhagas for

Leaves.	Dryage in 5 seers in kutchas.	Compensation per bhaga in grains.	SIGNATURE OF—	
			Factory Superintendent.	Assistant Factory Superintendent.
New				
Old				

P. O. FY. LABTY.;
The 189 .

In charge, Assay Department.

FACTORY FORM No 26.]

BIHAR OPIUM AGENCY.

Account of Poppy Flower Leaves expended on manufacture of cakes, season 189 -9 .

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
DATE.	Number of cakes.	NUMBER OF BHAGAS INDENTED FOR. For cakes to be manufactured.	For repairs and excess.	Total.	Weight of leaf in column 5 at 64 chittacks per bhaga.	Rate of compensation for atmospheric moisture per bhaga.	Total amount of compensation for atmospheric moisture.	Total leaf issued.	Deduct authorized wastage at ¼ kutcha per bhaga.	Net quantity available, column 9 minus column 10.	Broken leaf obtained during weighments, wetting, and manufacture.	Net actual expenditure on cakes manufactured, column 9 minus column 12.	Below authorized expenditure, column 11 minus column 13.	Above authorized expenditure, column 13 minus column 11.	REMARKS.
					M. S. C. K.		M. S. C. K.	M. S. C. K.	M. S. C. K	M. S. C. K.	M. S. C. K.	M. S. C. K.	M. S. C. K.	M. S. C. K.	

FACTORY FORM No. 27.]

BIHAR OPIUM AGENCY.

Account of Poppy Flower Leaves expended on suttai and repairs for season 189 -9 .

1	2	3	4	5	6	7			8			9			10			11			12			13			14			15			16
MONTH AND DATE.	Number of cakes suttained.	Number of cakes repaired.	Number of cakes suttained and repaired.	Leaves expended on suttai.	Leaves expended on repairs.	Expenditure of leaves on suttai and repairs.			Deduct actual wastage.			Allowance made for atmospheric moisture.			Total allowance for atmospheric moisture.			Total deduction per diem.			Net quantity of leaves expended on suttai and repairs.			Authorized expenditure at the rate of 1¼ kutchas per cake.			Below authorised expenditure.			Above authorised expenditure.			Average allowance per cake.
						M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C	M.	S.	C	M.	S.	C.	

FACTORY FORM No. 28.]

BIHAR OPIUM AGENCY.

Register of Stock-taking of Poppy flower leaves, season 189 -9 .

Date of weighment.		QUANTITY OF SERVICEABLE LEAVES WEIGHED EACH DAY.																		Total weight of serviceable leaves up to date.			Initials of weighing officer.	REMARKS.
		Chandi.			Class I.			Class II.			Class III.			Class IV.			Total.							
		M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S	C.	M.	S.	C.	M.	S.	C.		

FACTORY FORM No. 29.]

BIHAR OPIUM AGENCY.

Daily Import Register of Trash Chalan of season 189 -9

Sadar number of chalan.	District number of chalan.	Division.	Subdivision.	Date of arrival.	Date of weighment.	Number of bags.	Weight of bags as per chalan.			Number of receipts granted to zilladars.	REMARKS.
1	2	3	4	5	6	7	8			9	10
							M.	S.	C.		

FACTORY FORM No. 30.]

BIHAR OPIUM AGENCY.

Receipt for Chalan of Trash Bags.

Name of kothi.	Number of chalan.	Bags.	Date of arrival.	REMARKS.

Name of zilladars in charge of the chalan

Date of release

Assistant.

BIHAR OPIUM AGENCY.

Receipt for Chalan of Trash Bags.

Name of kothi.	Number of chalan.	Bags.	Date of arrival.	REMARKS.

Name of zilladars in charge of the chalan

Date of release

Assistant. *Factory Superintendent.*

FACTORY FORM No. 51.]

BIHAR OPIUM AGENCY.

Register of foreign matter in Trash, season 189 -9 .

Date.	Number of bag.	Number of chalan.	Name of Kothi.	Number of bags selected.	Weight of trash in bags selected.		Weight of foreign matter extracted.		Signature and remarks of weighing officer.
1	2	3	4	5	6		7		8
					S.	C.	S.	C.	

FACTORY FORM No. 32.]

BIHAR OPIUM AGENCY.

Register of Trash chalans received in the Office, season 189 -9 .

Date of the receipt of the chalan in the office.	Subdivision.	Sadar number of chalan.	Number of chalan.	Number of bags.	Weight of trash as per chalan.		Weight of trash as per Factory.		Deduct quantity rotten, mildewed or wet.			Balance.			Deduction for foreign matter.			Quantity of good trash.			Daily total.			Grand total.			REMARKS.
1	2	3	4	5	6		7		8			9			10			11			12			13			14
					M.	S.	M.	S.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C	M.	S.	C.	

FACTORY FORM No. 33.]

BIHAR OPIUM AGENCY.

Register of Trash of Kothi under Division, for season 189 -9 .

Month and date.	Sadar number of chalan.	Number of chalan.	Number of bags.	Weight of trash as per chalan.		Weight of trash as per Factory.		Deduct quantity rotten, mildewed or wet.			Balance.			Deduction for foreign matter.			Quantity of good trash.			Total.			Grand total.			REMARKS.
1	2	3	4	5		6		7			8			9			10			11			12			13
				M.	S.	M.	S.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	

FACTORY FORM NO. 34.]

BIHAR OPIUM AGENCY.

Register of receipts and expenditure of Trash in the Sadar Opium Factory, season 189 .

MONTH AND DATE.	UNCLEANED TRASH.														CLEANED TRASH.																						Initials of officer in charge.	REMARKS.
	Opening balance.		Receipts.		Total.		Issued for cleaning. Cleaned trash.		Issued for cleaning. Loss at 30 per cent.		Issued for cleaning. Total.		Closing balance.		Opening balance.		Receipts as per column 5.		Total.		Issued for— Manufacture.		Issued for— Suttai and repairs.		Issued for— Rubbing of cakes.		Issued for— Bedding of cakes.		Issued for— Packing.		Issued for— Total.		Closing balance.			
1	2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19	20
	M.	s.	M.	s.	M.	s.	M.	s.	M.	s.	M.	s.	M.	s.	M.	s.	M.	s.	M.	s.	M.	s.	M	s.	S.	C.	M.	s.	M.	s.	M.	s.	M.	s.	.	

FACTORY FORM No. 35.]

BIHAR OPIUM AGENCY.

Trash Indent.

GODOWN NUMBER.	Date.		QUANTITY OF TRASH REQUIRED.						REMARKS.
			Coarse trash.			Fine trash.			
1	2		3			4			5
			M.	s.	c.	M.	s.	c.	

Assistant in charge.

BIHAR OPIUM AGENCY.

Trash Indent.

GODOWN NUMBER.	Date.		QUANTITY OF TRASH REQUIRED.						REMARKS
			Coarse trash.			Fine trash.			
1	2		3			4			5
			M.	s.	c.	M.	s.	c.	

Asst. in charge. *Asst. Factory Supdt.* *Factory Supdt.*

FACTORY FORM NO. 36.]

BIHAR OPIUM AGENCY.

Statement shewing the number of Jars and Pots despatched to the Factory from the Patna Railway Station on the 189

Number of chalan.	KOTHI.	NUMBER OF—		NUMBER RECEIVED BROKEN.		Weight of broken jars or pots.			REMARKS.
		Jars.	Pots.	Jars.	Pots.	M.	S.	C.	

Assistant at Railway Station.

FACTORY FORM No. 37.]

BIHAR OPIUM AGENCY.

Import Register of Opium, season 189 -9

1	2	3	4	5	6																		7		8		9	10		11
					KIND AND NUMBER OF JARS AND POTS.																							NUMBER AND DATE OF RECEIPT GIVEN TO ZILLADARS.		
DIVISION.	Kothi.	Number of chalan.	Sadar number.	Date of arrival.	Good opium and khoorchan.		Inferior.		Government scrapings.		Dhol.		Pussewa.		Suspected.		Burnt.		Assamwar.		Kuffs.		Daily total.		Grand total.		Date of Factory weighment.	Number.	Date.	REMARKS.
					Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.				

FACTORY FORM No. 37.]

BIHAR OPIUM AGENCY.

Import Register of Opium, season 189 -9 .

1	2	3	4	5	6														7		8		9	10		11
					KIND AND NUMBER OF JARS OR POTS.																			NUMBER AND DATE OF RECEIPT GIVEN TO ZILLADARS.		
DIVISION.	Kothi.	Number of chalan.	Sadar number.	Date of arrival.	Good opium and khurchan.		Inferior.		Government scrapings.		Government dhoi.		Fussewa.		Suspected.		Burnt.		Assamiwar.		Daily total.		Grand total.		Date of Factory weighment.	Number.	Date.	REMARKS.
					Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars	Pots.	Jars.	Pots.				

FACTORY FORM No. 38.]

BIHAR OPIUM AGENCY.

Register of the state of Baskets and packing of Chalan Opium Jars
season 189 -9 .

1	2	3	4	5	6	7
SUBDIVISION.	Number of chalan.	BASKETS.		PACKING.		REMARKS.
		Material.	Quality.	Material.	Quality.	

FACTORY FORM No. 39.]

BIHAR OPIUM AGENCY.

Register of Opium Jars found on arrival at the Sadar Factory, Patna, to be broken, Season 189 -9 .

1	2	3												4											5			6		7	8
		As per Sub-Deputy's chalan.												As per Sadar Factory weighment.											Where broken.			For chalans not conveyed by rail.			
Serial number.	Date of arrival at Factory.	Subdivision.	Number of chalan.	Number of jars broken.	Class.	Weight of empty jar with lid, cloth cover and twine.			Weight of opium in the jar.			Gross weight of opium and jar together when complete, columns 7 and 8.			Gross weight of opium and jar.			Increase.		Decrease.		Net weight of opium.			At Subdivision.	Between subdivision and Patna station.	Between station and Factory.	Broken in cart.	Broken on boat.	Nature of jars that reached Factory, whether original or refilled.	Remarks.
						M.	s.	c.	M.	s.	c.	M.	s.	c.	M.	s.	c.	S.	c.	S	c.	M.	s.	c.							

FACTORY FORM No. 40.]

BIHAR OPIUM AGENCY.

Register showing the average weight of Baskets and Straw for Season 189 -9 .

1	2	3	4		5		6	7
Month and date.	NAME OF SUBDIVISION.	Number of chalan.	Weight of six baskets and straw.		Average weight of one basket with straw.		Initials.	REMARK .
			S.	C.	S.	C.		

FACTORY FORM No 41].

BIHAR OPIUM AGENCY.

Discrepancy Register.

DATE.	Number of Chalan.	Kothi.	Number of jars.	PARAKH.		AS PER CHALAN.									AS PER SADAR FACTORY.											SIGNATURE OF—		
				District.	Sudder Factory.	Weight of empty jar.		Weight of opium.			Total.			Gross weight of opium and jar.			Weight of empty jar.		Net weight of opium.			Increase.		Decrease.		Weighing officer.	Factory Superintendent.	REMARKS.
						S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	S.	C.	M.	S.	C.	S.	C.	S.	C.			

FACTORY FORM NO 42.]

BIHAR OPIUM AGENCY.

Check weighment register of empty Jars.

1	2	3	4	5			6			7		8			9		10		11
Date.	Subdivision.	Chalan number.	Number of jar.	Weight of jar and opium as per chalan.			Factory weighment.			Tare of jar as per chalan.		Weight of jar after washing (including weight of lids, clothes, &c.			Increase.		Decrease.		REMARKS.
				M.	s.	c.	M.	s.	c.	S	c.	M.	s.	c.	S.	c.	S-	c.	

FACTORY FORM NO. 45.]

BIHAR OPIUM AGENCY.

Receipt book of Jars and Pots weighed and sent to Laboratory by Import Officer.

1	2	3	4	5	6		7		8	9
Date.	Subdivision.	Description of chalan.	Number of chalan.	Sadar number.	Number of–		Total number despatched to Laboratory.		Acknowledgment of Assistant Opium Examiner.	REMARKS.
					Jars.	Pots.	Jars.	Pots.		

• FACTORY FORM NO 45.]

BIHAR OPIUM AGENCY.

Daily Report of Chalan Opium Jars and Pots received at the Sadar Factory on the 189 .

1	2	3	4	5																		6		7
				NUMBER OF JARS OR POTS OF—																				
				Good opium and khoorchan.		Inferior opium.		Government scrapings.		Dhoi.		Pussewa.		Suspected.		Burnt.		Assamiwar.		Kuffa.		Total of each division.		
Division.	SUBDIVISION.	Chalan number.	Sadar number.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	REMARKS.

Import Officer.

FACTORY FORM No. 44.]

BIHAR OPIUM AGENCY.

Register showing the number of Jars and Pots received, weighed, and parakhed, Season 189 -9 .

Month and date.		Received.				Weighed.				Parakhed.				Remarks.
		This day.		Total.		This day.		Total.		This day.		Total.		
		Jars.	Pots.	Jars.	Pots.	Jars.	Pots	Jars	Pots.	Jars.	Pots.	Jars.	Pots.	

FACTORY FORM No. 45.]

BIHAR OPIUM AGENCY.

Daily report of Chalan Opium Jars and Pots received at the Sadar Factory on the 189 .

1	2	3	4	5																		6		7
				Number of Jars or Pots of—																				
				Good opium.		Inferior opium.		Assamiwar.		Suspected.		Burnt.		Pussewa.		Kuffa.		Government scrapings.		Dhoi.		Total of each division.		
Division.	Subdivision.	Chalan number.	Sadar number.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Remarks.

Import Officer.

FACTORY FORM No. 46.]

BIHAR OPIUM AGENCY.

Daily Report of Chalan Opium, Jars and Pots weighed at the Sadar Factory on the 189 .

1	2	3	4	5																		6		7
				Number of Jars or Pots of—																				
				Good opium.		Inferior opium.		Assami-war.		Suspect-ed.		Burnt.		Pusse-wa.		Kuffa.		Government scraping.		Dhoi.		Total of each division.		
Division.	Subdivision.	Chalan number.	Sudder number.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Remarks.

Import Officer.

FACTORY FORM No. 46.]

BIHAR OPIUM AGENCY.

Daily Report of Chalan Opium Jars and Pots weighed at the Sadar Factory on the 189 .

1	2	3	4	5																		6		7
				NUMBER OF JARS OR POTS OF—																				
DIVISION.	SUBDIVISION.	Chalan number.	Sadar number.	Good opium and khoorchan.		Inferior opium.		Government scrapings.		Dhoi.		Pusse-wa.		Suspect-ed.		Burnt.		Assami-war.		Kuffa.		Total of each division.		REMARKS.
				Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	

Import Officer.

FACTORY FORM NO. 47.]

BIHAR OPIUM AGENCY.

Register of Jars broken at the Factory.

1	2	3	4	5	6				7	8
					WHERE BROKEN.					
Date.	Chalan number.	Kothi.	Number of jars.	Quality.	Whilst being taken in.	During weighment.	Whilst being laid out for paraka.	Whilst being removed for storage.	Signature of Import Officer.	REMARKS.

FACTORY FORM NO. 48.]

BIHAR OPIUM AGENCY.

Parakh Paper (good opium.)

Sadar No.

Subdivision

Chalan No.

Kothi Class.	Factory parakh.	Letter of tagar.	Assay.	Examiner and parakha.

No. of jars.	Factory parakh.	Fines.	Assay.	REMARKS.

FACTORY FORM NO. 49.]

BIHAR OPIUM AGENCY.

Register of fines imposed by the Opium Examiner on good opium.

Date.	Subdivision.	Chalan number.	Sadar number.	Number of jar fined—		Rate of fine per seer.	REMARKS.
				For pussewa.	For other impurities.		

FACTORY FORM NO. 48]

BIHAR OPIUM AGENCY.

Parakh Paper (good opium).

Sadar No.

Subdivision

Chalan No.

Kothi Class.	Factory parakh.	Letter of tagar.	Assay.	Examiner and parakhia.

No. of jars.	Factory parakh	Letter of tagar	Assay.	Fines.	REMARKS.

FACTORY FORM NO. 49.]

BIHAR OPIUM AGENCY.

Register of fines imposed by the Opium Examiner on good opium.

Date.	Subdivision.	Chalan number.	Sadar number.	Number of jar fined—		Rate of fine per seer.	How disposed of—		
				For pussewa.	For other impurities.		Abkari.	Lewa.	Elsewhere.

FACTORY FORM No. 50.]

BIHAR OPIUM AGENCY.

Receipt for chalan Jars and Pots. No.

NAME OF KOTHI.	No. of chalan.	Jars.	Pots.	Date of arrival.	REMARKS.

Names of those in charge of the chalan

Date of their release

Assistant.

BIHAR OPIUM AGENCY.

Receipt for chalan Jars and Pots. No.

NAME OF KOTHI.	No. of chalan.	Jars.	Pots.	Date of arrival.	REMARKS.

Names of those in charge of the chalan

Date of their release

Assistant.

Factory Superintendent.

FACTORY FORM No. 51.]

BIHAR OPIUM AGENCY.

Daily Report of Jars and Pots parakhed on the 189

1	2	3	4				5				6				7				8				9				10				11				12
SUBDIVISION.	Chalan number.	Sadar number.	GOOD OPIUM AND KHURCHAN.				INFERIOR OPIUM.				GOVERNMENT SCRAPINGS.				DISTRICT DHOI.				ASSAMIWAR.				SUSPECTED.				BURNT.				PUSSEWA.				REMARKS.
			Number of jars.	Gross weight.			Number of jars.	Gross weight.			Number of jars.	Gross weight.			Number of jars.	Gross weight.			Number of jars.	Gross weight.			Number of jars.	Gross weight.			Number of jars.	Gross weight.			Number of jars.	Gross weight.			
				M.	S.	C.		M.	S.	C.		M.	S.	C.		M.	S.	C.		M.	S.	C.		M.	S.	C.		M.	S.	C.		M.	S.	C.	

Import Officer.

FACTORY FORM No. 51.]

BIHAR OPIUM AGENCY

Daily Report of Jars and Pots parakhed on the 189

1	2	3	4					5					6					7					8					9					10					11					12					13
			GOOD OPIUM AND KHOORCHAN.					INFERIOR OPIUM.					GOVERNMENT SCRAPINGS.					DHOI.					PUSSEWA.					SUSPECTED.					BURNT.					ASSAMIWAR.					KUFFA.					
			Number of—		Gross weight.			Number of—		Gross weight.			Number of—		Gross weight.			Number of—		Gross weight.			Number of—		Gross weight.			Number of—		Gross weight.			Number of—		Gross weight.			Number of—		Gross weight.			Number of—		Gross weight.			
SUBDIVISION.	Chalan number.	Sadar number.	Jars.	Pots.	M	s.	c.	Jars.	Pots.	M.	s.	c	Jars.	Pots.	M.	s.	c.	Jars.	Pots.	M.	s.	c.	Jars.	Pots.	M.	s.	c.	Jars.	Pots.	M	s.	c.	Jars.	Pots.	M.	s.	c.	Jars.	Pots.	M.	s.	c.	Jars.	Pots	M.	s.	c.	REMARKS.

Import Officer.

FACTORY FORM No. 52.]

BIHAR OPIUM AGENCY.

Chalan Assay Register.

1	2	3	4	5	6		7	8	9	10				11	12
Date of examination.	Sadar number.	Chalan number.	Subdivision.	Class as per chalan.	NUMBER OF—		Private marks on tagars.	Class as per Factory examination.	Estimated consistence.	TESTED CONSISTENCE—				Consistence to be paid for.	REMARKS.
					Jars.	Pots.				1	2	3	Average.		

FACTORY FORM No. 53.]

BIHAR OPIUM AGENCY.

Assay Slip *Season* 18

Kothi *Chalan No.*

Sadar No.

Number of Jars.	Kothi parakh.	Factory parakh.	Result of Assay.	REMARKS.

PATNA OPIUM FACTORY;
The 189 . } *Assistant Opium Examiner.*

FACTORY FORM No. 54]

BIHAR OPIUM AGENCY.

Removal Certificate.

I CERTIFY that chalan No. , Kothi , has been tested and found free from starch.

In charge Assay and Test Department.

PATNA OPIUM FACTORY ;
The 18 .

Received jars pots.

Dated *Asst. in charge.* *Asst. Factory Supdt.*

FACTORY FORM NO. 55.]

BIHAR OPIUM AGENCY.

Parakh Paper (Inferior Opium).

Sadar No.

Subdivision

Chalan No.

Description

Number of pots.	Parakh.	PENALTY FOR—		Abkari.	Lewa.	REMARKS.
		Impurity.	Pussewa.			

FACTORY FORM NO. 56.]

BIHAR OPIUM AGENCY.

Register of Pots examined.

1	2	3	4		5	6	7	8	9		10
Date of receipt in Laboratory.	Date of parakh.	Subdivision.	CHALAN.		Sadar number.	Number of pots.	Number of pots confiscated and burnt opium pots released but set aside for morphia.	Number of pots passed for lewa, &c., and transferred to malkhana.	SIGNATURE OF—		REMARKS.
			Description.	Number.					Malkhana Officer for pots in column 8.	Assistant Opium Examiner for pots in column 7.	

FACTORY FORM No. 57.]

BIHAR OPIUM AGENCY.

Office Memorandum shewing the result of examination of Suspected, Burnt, and Assamiwar Opium and Dhoi for Season 189 -9

1	2	3		4	5	6			7				8				9																10		11
		CHALAN.															RESULT OF EXAMINATION OF OPIUM SHEWN IN COLUMN 6.																SIGNATURE OF		
Month and date.	Subdivision.	Description.	Number.	Sadar number.	Number of pots.	Total Factory weight.			Deduct confiscation.				Net opium realized.				Consigned for lewa use.				Consigned for abkari use.				Burnt opium set aside for morphia.				District dhoi set aside for morphia.				Total.				Head Clerk.	Assistant Opium Examiner.	REMARKS.
						M.	S.	C.	M.	S.	C.	K.	M.	S.	C.	K.	M.	S.	C.	K	M.	S.	C.	K.	M.	S.	C.	K.	M.	S.	C.	K.	M.	S.	C.	K.			

FACTORY FORM No 58]

BIHAR OPI

Stock Book of Confiscated

1	2				3				4				5				6				7				8				9			
					RECEIPTS.																											
					Confiscation of—																Burnt opium released, but set aside for morphia.				Confiscated opium from Benares Agency.				District dhoi.			
Month and date.	Opening balance.				Good opium.				Assamiwar opium.				Suspected opium.				Burnt opium.															
	M.	S.	C.	K.	M.	S	C	K.	M.	S.	C.	K.	M.	S.	C.	K.	M.	S.	C.	K.	M.	S.	C.	K.	M.	S	C.	K.	M.	S	C.	K.

UM AGENCY.

Opium, Season 189 -9

10				11				12				13				14				15				16	17
Pussewa.				Kuffa.				Total.				Sent to Ghazipur.				Quantity destroyed.				Balance.				Signature of Assistant Opium Examiner.	REMARKS.
M.	S.	C.	K.	M.	S.	C.	K.	M.	S.	C.	K.	M.	S	C.	K.	M.	S.	C.	K.	M.	S.	C.	K.		

UM AGENCY.

Opium, Season 189 -9 .

10				11				12				13				14				15				16	17
Contraband opium.								Total.				Sent to Ghazipur.				Quantity destroyed.				Balance.				Signature of Assistant Opium Examiner.	REMARKS.
M.	S.	C.	K.	M.	S.	C.	K	M.	S.	C.	K	M.	S	C.	K.	M.	S.	C.	K.	M.	S.	C.	K.		

FACTORY FORM No 59.]

BIHAR OPIUM AGENCY.

Memorandum of Pussewa received, Season 189 -9

1	2	3		4		5			6	7			8			9			10		11
		NUMBER OF—		NUMBER OF—															SIGNATURE OF—		
Date	Subdivision	Chalan.	Sadar Factory.	Jars	Pots.	Gross Factory weight.			Consistence.	Standard at 73°.			Equivalent at 51°.			Daily total.			Head Clerk.	Lewakhana Assistant	REMARKS
						M.	S.	C.		M	S	C.	M	S	C.	M	S	C.			

FACTORY FORM No 60]

BIHAR OPIUM AGENCY

Register of Chalans received in the office.

1	2	3		4	5	6	7		8			9			10			11			12
		NUMBER OF—					NUMBER OF—														
Date of receipt	Date of weighment.	Sadar Factory.	Chalan.	DIVISION	SUB-DIVISION.	Description of opium	Jars	Pots.	Net weight of opium as per sadar out turn			Daily total.			Grand total.			Opium confiscated.			REMARKS
									M	S	C	M.	S	C	M	S.	C	M	S.	C.	

FACTORY FORM NO. 61.]

BIHAR OPIUM AGENCY.

No.———

Discrepancy Memorandum showing the result of Factory weighment of opium jars of Chalan No. of subdivision of Season 189 ,9 .

1	Total number of jars received ...	
2	Gross Kothi weight	
3	Do. Factory weight	
4	Jars showing large difference by Factory weighment	
5	Details of mistakes, &c., found in the chalan.	

Forwarded to the Sub-Deputy Opium Agent of for information and return with explanation on the reverse required as per No.

BIHAR OPIUM AGENCY,
The 189 . } *Head Clerk. Factory Supdt.*

BIHAR OPIUM AGENCY.

No.———

Discrepancy Memorandum showing the result of Factory weighment of opium jars of Chalan No. of subdivision for Season 189 -9 .

1	Total number of jars received ...	
2	Gross Kothi weight	
3	Do. Factory weight	
4	Jars showing large difference by Factory weighment	
5	Details of mistakes, &c., found in the chalan.	

Forwarded to the Sub-Deputy Opium Agent of for information and return with explanation on the reverse required as per No.

BIHAR OPIUM AGENCY,
The 189 . } *Head Clerk. Factory Supdt.*

No.

DIVISION,

Dated 189 .

To

THE FACTORY SUPERINTENDENT, PATNA.

BEGS to return the discrepancy Memo. of Chalan No. of Sub-division with the following explanations required therein.

Sub-Deputy Opium Agent.

FACTORY FORM No. 62.]

BIHAR OPIUM AGENCY.

Daily Register of Chalan Opium passed by the Office.

1	2	3		4			5			6			7			8
Date.	SUBDIVISION.	NUMBER OF—		Opium as per chalan.			Factory weight.			Confiscation.			Damdeta outturn.			REMARKS.
		Sadar Factory.	Chalan.	M.	s.	c.	M.	g.	c.	M.	s.	c.	M.	s.	c.	

FACTORY FORM No. 63.]

BIHAR OPIUM AGENCY.

Daily report of Progress of standard computation of Chalans.

1	2	3	4	5	6	7		8
Month and date.	Balance of chalans on date of last report.	Received this day.	Total.	Finished and sent to Opium Agent.	Balance.	SIGNATURE OF—		REMARKS.
						Head Clerk.	Factory Superintendent.	

FACTORY FORM NO. 64.]

BIHAR OPIUM AGENCY.

Malkhana Register of each quality of opium in stock, season 189 -9

Month and date.		XXX.				XX.				X.				I.				II.				III.				IV.				ABKARI.				LEWA.				REMARKS.
		Jars.	Pots.	Maunds.	Seers.	Jars.	Pots.	Maunds.	Seers.	Jars.	Pots.	Maunds.	Seers.	Jars.	Pots.	Maunds.	Seers.	Jars.	Pots.	Maunds.	Seers.	Jars.	Pots.	Maunds.	Seers.	Jars.	Pots.	Maunds.	Seers.	Jars.	Pots.	Maunds.	Seers.	Jars.	Pots.	Maunds.	Seers.	
	Balance																																					
	Received																																					
	Total																																					
	Exported ...																																					
	Balance																																					

FACTORY FORM NO. 65.]

BIHAR OPIUM AGENCY.

Daily Register of scrapings from Chalan Jars.

1	2	3	4			5			6
Month and date.	Number of Jars received into malkhana	Number of coolies employed for scraping.	Weight of scrapings obtained.			Total quantity up to date.			REMARKS.
			M.	S.	C.	M.	S.	C.	

FACTORY FORM No. 66.]

BIHAR OPIUM AGENCY.

GENERAL ASSAY REGISTER.

Consistence of , *Season* 189 -9 .

1	2	3			4	5	6			7
Month and date.	Description of opium.	CONSISTENCE TESTS.			Average of tests.	Number of assay certificate.	INITIALS OF—			REMARKS.
		1st.	2nd.	3rd.			Testing officer.	Officer in charge.	Factory Superintendent.	

FACTORY FORM No. 67.]

BIHAR OPIUM AGENCY.

Alligation Register.

Alligation for *mel of* 189

Tank number.	Class.	Consistence.	Quantity in maunds.	REMARKS.

Asst. Factory Supdt. *Factory Supdt.*

FACTORY FORM No. 68.]

BIHAR OPIUM AGENCY.

Alligation Room Assay Register, Season 189 -9 .

1	2	3		4	5	6	7			8	9	10	11	12			13
Month and date.	Number of vat.	VAT CONSISTENCE AFTER MIXING.		Average consistence of each vat.	Average consistence of all vats.	Stored in caking tank No.	MEL OR CAKING TANK ASSAY.			Average of mel tank assay.	Equal to consistence.	Number of caking assay certificate.	Date on which opium was caked.	INITIALS OF—			REMARKS.
		1st assay.	2nd assay				1st test.	2nd test.	3rd test.					Testing officer.	Alligation officer.	Factory Superintendent.	

FACTORY FORM No. 69.]

BIHAR OPIUM AGENCY.

No.

Assay Certificate.

Description.	Assay.	Order of the Factory Superintendent.

The 189 *Laboratory Officer.*

FACTORY FORM No. 70.]

BIHAR OPIUM AGENCY.

No. .

Export of Opium from the Malkhana on the 189 .

Number of storing tank.	Class.	Destination.	Quantity.		Assay.	Equivalent at 75°.		
			MDS.	S.		MDS.	S.	C.

Assistant in charge.

BIHAR OPIUM AGENCY.

No. .

Export of Opium from the Malkhana on the 189 .

Number of storing tank.	Class.	Destination.	Quantity.		Assay.	Equivalent at 75°.		
			MDS.	S.		MDS.	S.	C.

Assistant in charge.

FACTORY FORM No. 71.]

BIHAR OPIUM AGENCY.

Malkhana Stock Book.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
		IMPORT.							EXPORT.									
			Deductions on account of—															
Month and date.	Balance.	Receipt.	Confiscation.	Adhesion in importing.	Burnt opium transferred for morphia.	Total of columns 4, 5 and 6.	Net opium received in malkhana.	Total of columns 2 and 8.	For provision cakes.	For abkari.	For lewa.	For medical.	Potsherds, &c., found in malkhana and caking-room.	Adhesion in exporting.	Total columns 10 to 15.	Balance, column 9 minus column 16.	Signature of malkhana officer.	REMARKS.
	M. S. C.	M. S. C.	M. S. C.	M. S. C.	M. S. C.	M. S. C.	M. S. C.	M. S. C.	M. S. C.	M. S. C.	M. S. C.	M. S. C.	M. S. C.	M. S. C.	M. S. C.	M. S. C.		

FACTORY FORM No 72]

BIHAR OPIUM AGENCY.

Caking results and expenditure of Provision Opium, Season 189 • 9

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Month and date.	Gross quantity exported for caking.	Total quantity exported for caking up to date.	Assay of opium exported each day	Quantity exported daily reduced to 70° consistence	Total quantity exported reduced to 70° consistence.	This day's caking tank consistence	Number of cakes made.	Total number of cakes made up to date	Quantity of opium daily used in the cakes at caking tank assay.	Quantity of potsherds, sticks &c., removed in scraping opium daily.	Number of tagars used	Loss in adhesion to tagars	Total of columns 10, 11, and 13	Balance, deducting column 14 from column 3.	Quantity used on caking under 75 lb.	Total quantity used up to date on caking under 75 lb.	Loss on caking over 75 lb	Total amount of loss up to date on caking over 75 lb	Initials of Assistant Factory Superintendent.	REMARKS
	M S C	M S C		M S C K.	M S C K.				M S C K	M S C		S C	M. S C K	M S C K	M S C K	M S C K	M. S C	M S C		

FACTORY FORM No. 72.]

BIHAR OPI

Caking results and expenditure of

1	2				3				4	5				6				7	8	9	10				11				12
Month and date.	Gross quantity exported for caking.				Total quantity exported for caking up to date.				Assay of opium exported each day.	Quantity exported daily reduced to 70° consistence.				Total quantity exported reduced to 70° consistence.				This day's caking tank consistence.	Number of cakes made.	Total number of cakes made up to date.	Quantity of opium daily used in the cakes at caking tank assay.				Quantity of potsherds, sticks, &c., removed in searching opium daily.				Number of tagars used.
	M.	S.	C.	K.	M.	S.	C.	K.		M.	S.	C.	K	M.	S.	C.	K.				M.	S.	C.	K.	M.	S.	C	K.	

UM AGENCY.

Provision Opium, Season 189 - 9 .

13			14				15				16				17				18				19				20				21	22
Loss in adhesion to lagans			Total of columns 10, 11 and 13				Total expenditure up to date				Balance, deducting column 15 from column 3				Quantity used on caking under 75 25.				Total quantity used up to date on caking under 75 25				Loss on caking over 75 25				Total amount of loss up to date on caking over 75 25				Initials of Assistant Factory Superintendent	REMARKS.
S	C	M	S	C	K	M	S	C	K	M	S	C	K	M	S	C	K	M	S	C	K	M.	S	C	K	M.	S.	C	K		

FACTORY FORM No. 73.]

BIHAR OPIUM AGENCY.

Export of opium for Lewa, season 189 -9 .

1	2			3			4	5			6			7			8			9
Month and date.	Gross quantity exported.			Gross quantity exported up to date.			Assay.	Quantity exported converted to 75°.			Total quantity exported up to date converted to 75°.			Daily export converted to 51°.			Total export up to date converted to 51°.			REMARKS.
	M.	S.	C.	M.	S.	C.		M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	

BIHAR OPIUM AGENCY.

Export of opium for Abkari, season 189 -9 .

1	2			3			4	5			6			7			8			9
Month and date.	Gross quantity exported.			Gross quantity exported up to date.			Assay.	Quantity exported converted to 75°.			Total quantity exported up to date converted to 75°.			Daily export converted to 90°.			Total export up to date converted to 90°.			REMARKS.
	M.	S.	C.	M.	S.	C.		M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	

FACTORY FORM No. 74.]

BIHAR OPIUM

Daily Account of Opium, Pussewa, and Dhoi received in

1	2			3	4			5			6			7	8			9		
	OPIUM FROM PARAKH GROUND.										OPIUM FROM MALKHANA.									
Month and date.	Gross weight of any consistence			Consistence.	Equivalent at—						Gross weight of any consistence.			Consistence.	Equivalent at—					
					51°.			75°.							51°.			75°.		
	Mds.	s	c.		Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.		Mds	s	c.	Mds.	s.	c.

20			21	22			23			24			25	26			27		
WASHING OF CAKE-MAKERS' TRAYS.										WASHING OF TAGARS, CHALAN JARS, &C.									
Gross weight of any consistence.			Consistence.	Equivalent at—						Gross weight of any consistence.			Consistence.	Equivalent at—					
				51°.			75°.							51°.			75°.		
Mds.	s.	c.		Mds.	s.	c.	Mds.	s	c.	Mds.	s.	c.		Mds.	s.	c.	Mds.	s.	c.

AGENCY.

the Lewakhana during the month of

10			11	12						13						14				15	16						17						18						19					
CONTRABAND OPIUM.																LAST SCRAPING OF CHALAN JARS.																	Total receipts of opium this day.											
Gross weight of any consistence.			Consistence.	Equivalent at—												Gross weight of any consistence.				Consistence.	Equivalent at—																								
				51°.						75°.											51°.						75°.						51°.						75°.					
Mds.	s.	c.		Mds.	s.	c.				Mds.	s.	c.				Mds.	s.	c.			Mds.	s.	c.				Mds.	s.	c.				Mds.	s.	c.				Mds.	s.	c.			

28			29	30						31						32				33	34						35						36	37
OLD OR THICK DHOI.																PUSSEWA.																	Initials of Lewakhana Assistant.	REMARKS.
Gross weight of any consistence.			Consistence.	Equivalent at—												Gross weight of any consistence.				Consistence.	Equivalent at—													
				51°.						75°.											51°.						75°.							
Mds.	s.	c.		Mds.	s.	c.				Mds.	s.	c.				Mds.	s.	c.			Mds.	s.	c.				Mds.	s.	c.					

FACTORY FORM No. 75.]

BIHAR OPIUM

Lewakhana Ledger Account of Dhoi received

1		2						3					
Month and date.		Opening balance.						Thin dhoi received, columns 22, 23, 26 and 27, Form No. 74.					
		51°.			75°.			51°.			75°.		
		Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.

7						8						9					
Thin dhoi expended, column 4, Form No. 78.						Thick dhoi expended, column 5, Form No. 78.						Total dhoi expenditure, column 7 plus column 8.					
51°.			75°.			51°.			75°.			51°.			75°.		
Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.

AGENCY.

and expended during the month of

4						5						6					
Thick dhoi received, columns 30 and 31, Form No. 74.						Total dhoi received, column 3 plus column 4.						Total, column 2 plus column 5.					
51°.			75°.			51°.			75°.			51°.			75°.		
Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.	Mds.	s.	c.

10						11	12
Closing balance, column 6 minus column 9.						Initials of Lewakhana Assistant.	REMARKS.
51°.			75°.				
Mds.	s.	c.	Mds.	s.	c.		

FACTORY FORM No. 76.]

BIHAR OPIUM AGENCY.

Lewakhana Ledger Account of Opium received and expended during the month of

1	2						3						4						5						6						7	8
Month and date.	Opening balance.						Received this day as per columns 18 and 19 of Form No. 74.						Total of columns 2 and 3.						Expended in making lewah as per column 3 of Form No. 78.						Closing balance, column 4 minus column 5.						Initials of Lewa-khana Assistant.	REMARKS.
	51°.			75°.			51°.			75°.			51°.			75°.			51°.			75°.			51°.			75°.				
	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.		

FACTORY FORM No. 77.]

BIHAR OPIUM AGENCY.

Lewakhana Ledger Account of Pussewa received and expended during the month of

1	2						3						4						5						6						7	8
Month and date.	Opening balance.						Received, columns 34 and 35, Form No. 74.						Total, column 2 plus column 3.						Expended in making Lewa, column 6, Form No. 78.						Closing balance, column 4 minus column 5.						Initials of Lewa-khana Assistant.	REMARKS.
	51°.			75°.			51°.			75°			51°.			75°.			51°.			75°.			51°.			75°.				
	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.		

FACTORY FORM No 78.]

BIHAR OPI

Daily account of Lewa prepared and expended

1	2						3						4						5						6					
Month and date.	Opening balance.						QUANTITY OF MATERIALS USED IN PREPARATION OF																							
							Opium used, column 5, Form No. 75.						"Thin" dhoi used, column 7, Form No. 75.						Thick dhoi used, column 8, Form No. 75.						Pussewa used, column 5, Form No. 77.					
	51°.			75°.			51°.			75°.			51°.			75°.			51°.			75°.			51°.			75°.		
	M.	s.	c.	M.	s.	c.	M.	s.	c.	M.	s.	c.	M.	s.	c.	M.	s.	c	M.	s.	c.	M.	s.	c.	M.	s.	c.	M.	s.	c.

UM AGENCY.

during the month of 189 .

7						8						9						10						11	12
LEWA THIS DAY. Total of columns 3 to 6.						Total of columns 2 and 7.						Expended this day, column 7 of Form No. 79.						Closing balance, column 8 minus column 9.						Initials of Lewakhana Assistant.	REMARKS.
51°.			75°.			51.°			75°.			51°.			75°.			51°.			75°.				
M.	S.	C	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S	C.	M.	S.	C.		

FACTORY FORM No. 79.]

BIHAR OPIUM AGENCY.

Detailed daily account of Lewa expended during the month of 189

1	2	3															4						5												6						7						8	9
		MANUFACTURE OF CAKES.															SUTTAI AND REPAIRS.																															
					Lewa expended.																																													
Month and date.	Number of cakes made.	Regulated allowance at 5 chittacks per cake.			Actual expenditure.			Used less than allowance.			Used in excess.			Actual expenditure at standard consistence.			Number of cakes suttaied.	Number of cakes repaired and kussed.	Total number suttaied and repaired and kussed.			Lewa expended for suttai.			Lewa expended for repairs and kussel.			Total expenditure.						Expended in petty repairs.						Total expenditure of lewa this day.						Initials of Lewakhana Assistant.	REMARKS.
					51°.			51°.			51°.			75°.								51°.			51°.			51°.			75°.			51°.			75°.			51°.			75°.				
		M.	s.	c	M.	s	c.	M.	s.	c.	M.	s.	c.	M.	s	c.			M.	s.	c	M.	s.	c.	M	s.	c.	M.	s	c	M.	s.	c.	M	s	c	M.	s.	c	M.	s.	c.	M.	s.	c		

FACTORY FORM No 80.]

BIHAR OPIUM AGENCY.

Indent for Lewa / Abkari / Medical *Opium, Season* 189 -9

1	2		3			4	5	6			7
Month and date.	Quantity indented for.		Quantity received.			Consistence.	Number of tank.	INITIALS OF—			REMARKS.
								Assistant.	Assistant Factory Superintendent.	Factory Superintendent.	
	Mds.	s.	Mds.	s.	c.						

FACTORY FORM No. 81.]

BIHAR OPIUM AGENCY.

Lewa indent for manufacture, suttai, and repairs of cakes, 189 -9 .

1	2			3			4			5			6			7
Month and date.	NUMBER OF CAKES TO BE—			Lewa required.			Excess quantity issued.			Total.			INITIALS OF—			REMARKS.
	Manufactured.	Suttaied.	Kussed and repaired.										Assistant Factory Superintendent.	Factory Superintendent.	Lewa khana Assistant.	
				M.	s.	c.	M.	s.	c.	M.	s.	c.				

FACTORY FORM No. 82]

BIHAR OPIUM AGENCY.

Register of Provision Cakes manufactured on the , *Season* 189 -9 .

1st Section.			2nd Section.			3rd Section.			4th Section.			5th Section.		
Cake-maker's number.	Number of cakes made daily.	Proportion of inferior cakes.	Cake-maker's number.	Number of cakes made daily.	Proportion of inferior cakes.	Cake-maker's number.	Number of cakes made daily.	Proportion of inferior cakes.	Cake-maker's number.	Number of cakes made daily.	Proportion of inferior cakes.	Cake-maker's number.	Number of cakes made daily.	Proportion of inferior cakes.
1			51			91			131			171		
2			52			92			132			172		
3			53			93			133			173		
4			54			94			134			174		
5			55			95			135			175		
6			56			96			136			176		
7			57			97			137			177		
8			58			98			138			178		
9			59			99			139			179		
10			60			100			140			180		
11			61			101			141			181		
12			62			102			142			182		
13			63			103			143			183		
14			64			104			144			184		
15			65			105			145			185		
16			66			106			146			186		
17			67			107			147			187		
18			68			108			148			188		
19			69			109			149			189		

| | | |

FACTORY FORM No. 82—*concluded.*]

Register of Provision Cakes manufactured on the , *Season* 189 -9

6TH SECTION.			7TH SECTION.			8TH SECTION.			9TH SECTION.			10TH SECTION.		
Cake-maker's number.	Number of cakes made daily.	Proportion of inferior cakes.	Cake-maker's number.	Number of cakes made daily.	Proportion of inferior cakes.	Cake-maker's number.	Number of cakes made daily.	Proportion of inferior cakes.	Cake-maker's number.	Number of cakes made daily.	Proportion of inferior cakes.	Cake-maker's number.	Number of cakes made daily.	Proportion of inferior cakes.
211			251			291			331			371		
212			252			292			332			372		
213			253			293			333			373		
214			254			294			334			374		
215			255			295			335			375		
216			256			296			336			376		
217			257			297			337			377		
218			258			298			338			378		
219			259			299			339			379		
220			260			300			340			380		
221			261			301			341			381		
222			262			302			342			382		
223			263			303			343			383		
224			264			304			344			384		
225			265			305			345			385		
226			266			306			346			386		
227			267			307			347			387		
228			268			308			348			388		
229			269			309			349			389		
230			270			310			350			390		
231			271			311			351			391		

232			272			312			352			392		
233			273			313			353			393		
234			274			314			354			394		
235			275			315			355			395		
236			276			316			356			396		
237			277			317			357			397		
238			278			318			358			398		
239			279			319			359			399		
240			280			320			360			400		
241			281			321			361			401		
242			282			322			362			402		
243			283			323			363			403		
244			284			324			364			404		
245			285			325			365			405		
246			286			326			366			406		
247			287			327			367			407		
248			288			328			368			408		
249			289			329			369			409		
250			290			330			370			410		
Total ...			Total ...			Total ...			Total ...			Total ...		

Month and date.		Number of cake godown.	Number of cakes received.	Signature of officer in charge of cake godown.

FACTORY FORM No. 83.]

BIHAR OPIUM AGENCY.

Monthly register of provision cakes made by each Cakemaker, Season 189 -9

Month and date.	No.			No.			No.			No.			No.			No.			No.			No.			No.			No.		
	Name.			Name.			Name.			Name.			Name.			Name.			Name.			Name.			Name.			Name.		
	No. of cakes.			No. of cakes.			No. of cakes.			No. of cakes.			No. of cakes.			No. of cakes.			No. of cakes.			No. of cakes.			No. of cakes.			No. of cakes.		
	Good.	Inferior.		Good.	Inferior.		Good.	Inferior.		Good.	Inferior.		Good.	Inferior.		Good.	Inferior.		Good.	Inferior.		Good.	Inferior.		Good.	Inferior.		Good.	Inferior.	
Total ..																														
Amount due	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
Sugar allowance																														
Total ...																														
Deduct fine																														
Net amount payable ...																														

FACTORY FORM No. 84.]

BIHAR OPIUM AGENCY.

Account of fines levied on Cake-makers and their boys during the month of

No.	Names.	1			2			3			4			5			6			7			8			9			10			11			12			13			14			15			16		
		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.

No.	Names.	17			18			19			20			21			22			23			24			25			26			27			28			29			30			31		
		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.

FACTORY FORM No. 85.]

BIHAR OPIUM AGENCY.

Register of Provision Opium Cakes manufactured, Season 189

1	2			3			4	5
Month and date.	NUMBER OF CAKES MADE DAILY—			TOTAL UP TO DATE—			Total number of cakes made up to date.	REMARKS.
	At 75° consistence.	Over 75° consistence.	Under 75° consistence.	At 75° consistence.	Over 75° consistence.	Under 75° consistence.		

FACTORY FORM No. 86.]

BIHAR OPIUM AGENCY.

Stock-book of Provision Opium Cakes, 189 -9 .

1	2	3	4	5	6	7	8	9	10	11	12
Month and date.	Consistence.	Opening balance.	RECEIPTS.			Total, column 3 plus column 6.	EXPENDITURE.			Closing balance, column 7 minus column 10.	REMARKS.
			From caking department.	From elsewhere. *See* column 12.	Total receipt, column 4 plus column 5.		Packed for despatch.	Otherwise disposed of. *See* column 12.	Total expenditure, column 8 plus column 9.		

FACTORY FORM No. 87.]

BIHAR OPIUM AGENCY.

Daily account of Cakes sent to godowns, Season 189 -9

1	2	3	4	5	6	7	8	9	10		11
Month and date.	Number of cake godown.	NUMBER OF CAKES MADE OVER THIS DAY—			TOTAL UP TO DATE—			Total number of cakes in the godown.	INITIALS OF—		REMARKS.
		75° consistence	Over 75° consistence.	Under 75° consistence.	75° consistence.	Over 75° consistence	Under 75° consistence.		Assistant in charge.	Assistant Factory Superintendent.	

FACTORY FORM No. 88.]

BIHAR OPIUM AGENCY.

Caking-room Pass.

Section.	Sirdar.	Cake-maker.	Cake-makers' boys.	Trash boys.	Suffai boys.	REMARKS.
I						
II						
III						
IV						
V						
VI						
VII						
VIII						
IX						
X						

Assistant Factory Superintendent.

The ——————— 189 .

BIHAR OPIUM AGENCY.

Caking-room Pass.

Section.	Sirdar.	Cake-maker.	Cake-makers' boys.	Trash boys.	Suffai boys.	REMARKS.
I						
II						
III						
IV						
V						
VI						
VII						
VIII						
IX						
X						

Assistant Factory Superintendent.

The ——————— 189 .

Weighmen

Ticket perforator

„ stampers

Beldars wetting bhagas

Boys ditto

Beldars distributing bhagas

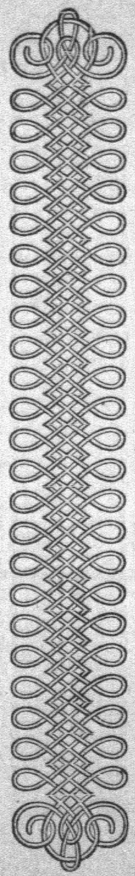
„ searching mêl

„ supplying water in caking-room

„ „ drinking-water

Boys supplying ditto

Watchmen



Weighmen

Ticket perforator

„ stampers

Beldar wetting bhagas

Boys ditto

Beldars distributing bhagas

„ searching mêl

„ supplying water in caking-room

„ „ drinking-water

Boys supplying ditto

Watchmen

FACTORY FORM No. 89.]

BIHAR OPIUM AGENCY.

Statement showing weight of 10) *cakes received into No. Cake Godown on the morning after manufacture.*

Number.	Weight.			Number.	Weight.			Number.	Weight.			Number.	Weight.			REMARKS.
	S.	C.	K.		S.	C.	K.		S.	C.	K.		S.	C.	K.	

Average weight of cakes ..

Maximum ... .

Minimum ... ...

Total ...

The 189

Asst. in charge. *Asst. Factory Supdt.* *Factory Supdt.*

FACTORY FORM No. 90.]

BIHAR OPIUM AGENCY.

Cake Godown

Section

Number of cakes in section

Date of manufacture

Date of receipt in godown

Sirdar in charge

Date and month of turning.	Position of cakes.	Initial of assistant.	REMARKS.

BIHAR OPIUM AGENCY.

Cake Godown

Section

Number of cakes in section

Date of manufacture

Date of receipt in godown

Sirdar in charge

Date and month of turning.	Position of cakes.	Initial of assistant.	REMARKS.

FACTORY FORM No. 91.]

BIHAR OPIUM AGENCY.

Lewa Indent for petty repairs.

Month and date.	Number of godown.	Number of cakes requiring petty repairs.	Lewa required.		REMARKS.
			S.	C.	

Asst. in charge.

BIHAR OPIUM AGENCY.

Lewa Indent for petty repairs.

Month and date.	Number of godown.	Number of cakes requiring petty repairs.	Lewa required.		REMARKS.
			S.	C.	

Asst. in charge. *Asst. Factory Supdt.* *Factory Supdt.*

FACTORY FORM No. 92.]

BIHAR OPIUM AGENCY.

Indent for Cups.

Date.	Godown number.	Number of cups required.	Purpose for which required.

Asst. in charge.

BIHAR OPIUM AGENCY.

Indent for Cups.

Date.	Godown number.	Number of cups required.	Purpose for which required.

Asst. in charge. *Asst. Factory Supdt.* *Factory Supdt.*

FACTORY FORM No. 93.

ACTORY FORM No. 93.]

BIHAR OPIUM

No. Cake Godown Diary of the

1	2	3	4	5	6	7	8	9	10				11	
									CAKES REPAIRED.					
											Wetted by rain.			
Month and date.	Balance of cakes in godown.	Received this day.	Total number of cakes in the godown.	Issues.	Rejections from scales.	Net issues, *i.e.*, difference between columns 5 and 6.	Balance in godown, *i.e.*, difference between columns 4 and 7.	Number of cakes turned daily.	Number grub-eaten.	Fractured or otherwise damaged.	Much.	Slightly.	Expenditure of lewa (for petty repairs).	
													Sr.	Ch.

AGENCY.

operations carried on during the month of 189

12		13		14		15								16	17	18	19
Expenditure of leaves (for petty repairs).		Expenditure of trash (for petty repairs).		CUPS USED—		COST FOR CARE OF CAKES.								Initials of assistant in charge.	Initials of Assistant Factory Superintendent.	Initials of Factory Superintendent.	REMARKS.
				For turning.	For suttai.	Sirdars.		Cake-makers.	Boys at annas 1-6.	Boys at anna 1.	Amount.						
						Permanent.	Temporary.										
Srs.	Ch.	Sr.	Ch.								Rs.	A.	P.				

FACTORY FORM No. 94.]

BIHAR OPIUM AGENCY.

Register of Cakes wetted by leakage.

Month and date.	Name of cake godown.	Much wetted.	Slightly wetted.	Total.	Signature of officer.	REMARKS.
	1 2 3 4 5					
	Total .					
	Brought forward ...					
	Total up to date ...					

Addition checked.

Head Clerk. *Asst. Factory Supdt.* *Factory Supdt.*

FACTORY FORM No. 95.]

BIHAR OPIUM AGENCY.

Register of the number of cakes suttaied, repaired, and kussed Season 189 -9 .

1	2	3	4	5		6		7	8	9	10		
Month and date.	No. of cake godown.	Suttaied this day.	Number suttaied up to date.	NUMBER OF CAKES—		NUMBER OF CAKES—		Daily total of all operations.	Completed up to date.	Remaining to be suttaied.	SIGNATURE OF—		
				Repaired this day.	Kussed this day.	Repaired up to date.	Kussed up to date.				Assistant in charge.	Assistant Factory Superintendent.	Factory Superintendent.

FACTORY FORM No. 96]

BIHAR OPIUM AGENCY.

Daily Report for Suttai and Repairs, Season 189 -9 .

Number of godown	Number of cakes suttaied this day.	Total of cakes suttaied previously.	Grand total of cakes suttaied.	Number of cakes: Repaired this day.	Number of cakes: Kussed this day.	Number of cakes: Repaired previously.	Number of cakes: Kussed previously.	Grand total of cakes repaired and kussed.	Balance of cakes to be suttaied.	Lewa expended in repairs.	Lewa expended in suttai and kussing.	Total lewa expended.	Leaves expended in suttai this day.	Leaves expended in repairs this day.	Total leaf expenditure this day.
1															
2															
3															
4															
5															
Total...															

Wastage ... ...
Allowance for atmospheric moisture
Net leaf expenditure ... ...
Total ...

Total cakes manufactured ... ...
Number suttaied and repaired up to date
Remaining ... ...

	Ch.	Pie.	Dec.
Authorized expenditure of leaves per cake ...	0	1	·75
Actual ditto ditto ...			
Difference ...			
Authorized expenditure of lewa per cake ...	0		0
Actual ditto ditto ...			
Difference ...			

	Mds.	S.	C.	P.	D.
Weight of 40 cakes before suttai					
Ditto ditto after ditto					
Excess ...					
Weight of 40 cakes before repairs					
Ditto ditto after ditto					
Excess ...					

The 189 *Assistant Factory Superintendent.* *Factory Superintendent.*

Daily Report of Packing Stores.

	In store.	Received this day.	Expended this day.	Balance in hand.	REMARKS.
Provision chests ... ... No.					
,, lids ... ... No.					
,, partitions ... .. No.					
,, mats ... ... No.					
Gunny covers (broad) ... No. ,, (narrow) ... No.					
Cloth ... ... Yds.					
Nails ... ... Mds.					
Twine ... ... Mds.					

PATNA OPIUM FACTORY;
The 189 .

Factory Superintendent.

FACTORY FORM No. 97.

FACTORY FORM No. 97.]

BIHAR OPIUM AGENCY.

No. *Godown.* *Statement shewing the weight of* 80 *cakes,*
section *, month* *, season* 189 -9

Number.	Class I.	Class II.	Class III.	Class IV.	Number.	Class I.	Class II.	Class III.	Class IV.
1					41				
2					42				
3					43				
4					44				
5					45				
6					46				
7					47				
8					48				
9					49				
10					50				
11					51				
12					52				
13					53				
14					54				
15					55				
16					56				
17					57				
18					58				
19					59				
20					60				
21					61				
22					62				
23					63				
24					64				
25					65				
26					66				
27					67				
28					68				
29					69				
30					70				
31					71				
32					72				
33					73				
34					74				
35					75				
36					76				
37					77				
38					78				
39					79				
40					80				
Total					Total				

Abstract.

CLASS.	Number of cakes.	Weight.	REMARKS.	CLASS.	Number of cakes.	Weight.	REMARKS.
I				I			
II				II .			
III				III			
IV				IV . .			
Total ...				Total ...			
Last week's weighment ..				Last week's weighment ...			
Difference dryage				Difference dryage			

Assistant in charge.

FACTORY FORM No. 98]

PATNA OPIUM.

No. M. s. c.

40 cakes. 80 tolahs weight.

BIHAR OPIUM AGENCY;
The 189 . } *Opium Agent.*

Cakes examined, weighed, and packed in my presence

Chest closed in my presence

Weighment and packing conducted under my general sueprintendence.

Factory Superintendent.

FACTORY FORM No. 99.]

BIHAR OPIUM AGENCY.

Weather and Trash assay register for packing, 189 -9 .

Month and date.	THERMOMETER.						WIND.		SKY.		TRASH.							Signature of testing officer.	REMARKS.
	Before			After			Direction.		At		Weight.								
	Packing.																		
	Dry	Wet	Humidity.	Dry	Wet	Humidity.	Before	After	10 A.M.	3 P.M.	Before			After			Loss in kutchas.		
	Bulb.			Bulb.			Packing.				Drying.								

FACTORY FORM No. 100.]

Account of weighment conducted at the test scale during Season 189 -9 .

1	2	3	4						5			6			7				8		9				10		11
DATE.	Number of scale.	Number of chest.	WEIGHT OF CAKES.						Total.			Packing weight of the day.			WEIGHT OF TRASH AND BAG.				Deduct weight of bag.		NET WEIGHT OF TRASH.				Total weight of trash in chest.		REMARKS.
			Upper layer.			Lower layer.									Upper layer.		Lower layer.				Upper layer.		Lower layer.				
			M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	S.	C.	S.	C.	S.	C.	S.	C.	S.	C.	S.	C.	

FACTORY FORM No. 101.]

BIHAR OPIUM AGENCY.

Register of Packing weight of Provision Opium, Season 189 -9

Date of packing.	Number of scale.	Number of chests packed and tickets issued.	Number of tickets at each scale.	Total for the day.	Packing weight for the day.			Consistence of cakes.	Signature of Assistant Factory Superintendent.
					M.	s.	c		

FACTORY FORM No. 102.]

BIHAR OPIUM AGENCY.

TALLY SHEET.

The provision chests bearing the following numbers formed part of the despatch.

The above chests left the Factory on the

I certify that all the chests bearing the above numbers were passed by me.

PATNA OPIUM FACTORY;
The 18 .

Clerk.

FACTORY FORM No. 103.]

BIHAR OPIUM AGENCY.

Account of packing and weighing *chests of Opium for Season* 18
on account of *despatch to the Presidency.*

Number of chests.	Consistence.	Date of packing.	Number of scale.	Cakes examined by.	Weighed by.	Packed by.	Weight of 20 cakes in each scale.			Total weight of the 40 cakes.			Signature of Officer who signed tickets and in whose presence cakes were packed.
							M.	S.	C.	M.	S.	C.	

BIHAR OPIUM AGENCY
PATNA,
The 189 .

Asst. Factory Supdt. *Factory Supdt.*

Detail of artizans, &c., employed in caking-room in completing the packing of the chests from No. scale.

Assistant in charge of Nos.

Ditto do. of Nos.

1. Pressing trash into chests

2. Levelling trash by rule ...

3. Examiner of trash packing to see if properly done ...

4. Examiner of nailing down of lids ... ...

5. Examiner of dammering and marker of places badly or not at all done ...

6. Examiner of sewing on and fitting of gunny ...

7. Marking and numbering gunny ... ...

Detail of artizans, &c., employed in caking-room in completing the packing of the chests from No. scale.

Assistant in charge of Nos.

Ditto do. of Nos.

1. Pressing trash into chests ... ...

2. Levelling trash by rule ...

3. Examiner of trash packing to see if properly done ... ...

4. Examiner of nailing down of lids ... ...

5. Examiner of dammering and marker of places badly or not at all done

6. Examiner of sewing on and fitting of gunny ...

7. Marking and numbering gunny ... ...

FACTORY FORM NO. 104.]

BIHAR OPIUM AGENCY.

Daily Register of Cakes packed, of 18 -9

DATE.	Number of scale.	NUMBER FOUND DEFECTIVE AND REJECTED FOR PARTICULAR DEFECTS, *viz.*—				Number of sound cakes packed.	Signature of Officer at scale.
		1	2	3	4		
		For slight bruises.	For being grub-eaten.	Soft cakes.	Total.		
Total ...							
Brought forward ...							
GRAND TOTAL .							

BIHAR OPIUM AGENCY
SALAR FACTORY;
The 189 .

Asst. Factory Supdt. *Factory Supdt.*

FACTORY FORM NO. 105.]

BIHAR OPIUM AGENCY.

Certificate of the Packing Assistants.

CERTIFIED that the packing at the scales was conducted strictly according to the rules laid down for my guidance in the Opium Manual.

Packing at Nos. 1 and 2 scales began at						a.m.
"	"	"	"		ended at	p.m.
"	"	3	"	4 "	began at	a.m.
"	"	"	"		ended at	p.m.

Asst. in charge Nos. 1 *and* 2 *scales.* *Asst. in charge Nos.* 3 *and* 4 *scales.*

CERTIFIED that the packing of upper layer of cakes and that the nailing down of packed chests was conducted by me strictly in accordance with the rules laid down for my guidance in the Opium Manual.

Asst. in charge Nos. 1 *and* 2 *scales.* *Asst. in charge Nos.* 3 *and* 4 *scales.*

CERTIFIED that the examination of the packed dammered chests was conducted by me strictly in accordance with rules laid down for my guidance in the Opium Manual.

Dammering was finished at p.m. The chests noted below were found damaged :—

The sewing of covers on chests Nos. to was done under my strict supervision, and the chests tallied by me.

Assistant in charge.

CERTIFIED that the packing operations this day have been conducted strictly according to the rules laid down in the Opium Manual.

Date d 189 *Assistant Factory Superintendent.*

FACTORY FORM No. 106.]

BIHAR OPIUM AGENCY.

Abstract of gross weighment of 10 *per cent. of Provision Opium Chests of* 189 -9 , *despatched by Rail to the Presidency.*

Date of despatch from the Factory.	Number of the despatch.	Total number of chests included in despatch.	Numbers borne by chests selected for weighment.	Weight of each chest.			REMARKS.
				Mds.	s.	c.	
			Total gross maunds				
			Average weight per chest				

Clerk. *Asst. Factory Superintendent.* *Factory Superintendent.*

FACTORY FORM No. 107.]

પાસ પ્યાનગી સદૂંક કઠાં શ્રીમ નં૦ પાસ

નામ ગાડીવાન

નાનીપ્ય પ્યાનગી ।	નમૂવન ગાડી કા ।	નાણદાદ સદૂંક ।	નાણદાદ કેનાયા ।

દસાપ્યુ મોહર્નિન ।

પાસ પ્યાનગી સદૂંક કઠાં શ્રીમ નં૦ પાસ

નામ ગાડીવાન

નાનીપ્ય પ્યાનગી ।	નમૂવન ગાડી કા ।	નાણદાદ સદૂંક ।	નાણદાદ કેનાયા ।

દસાપ્યુ મોહર્નિન ।

FACTORY FORM No. 108.]

BIHAR OPIUM AGENCY.

Report of the Assistant detailed for duty at Patna Railway Station superintending opium despatches of 189 -9

I	Number of chests put in waggons from No. to No.	I	
II	Condition of chests and any defects found and how remedied, giving the numbers of the chests found defective.	II	
III	Did the cartmen carry out their duties satisfactorily without damage to the chests?	III	
IV	Did you personally seal the waggons and see them locked?	IV	
V	Have you anything else to report?	V	

Dated 189 .

Factory Supdt. *Assistant in charge at Patna Station.*

FACTORY FORM No. 109.]

BIHAR OPIUM AGENCY.

વેહાર અપિયમ અળન્સો ।

સન અઠ્ઠીઉન ૧૮૯ -૯ ।

ઠિ૦

અસિસ્ટન્ટ રન્યાળ પટના સ્ટેશન સે વૈગન યાની ગાડ્રી ગેઠવે કે ઠિસ મેં ગાઠા વન્દ્ર હૈ વ મોહર કિયા હુવા હૈ ઠિસ મેં સદૂંક કઠાં વેહાર અઠ્ઠીઉન કા હૈ ઔર ઠોહે કા ગાઠા મૈ યાગી પાયા ।

હેડ-કનસ્ટેવઠ

દસાપ્પ્ગ હેડ-કનસ્ટેવઠ વ કનસ્ટેવઠાન કા ળો યઠાન સદૂંક કઠાં અઠ્ઠીઉન કે સાથ કઠ-કગ્ગા ળાગે હૈં ।

હેડ-કનસ્ટેવઠ

કનસ્ટેવઠ

ઇળન

Signed in my presence.

PATNA STATION,

The 189 . *Assistant on duty.*

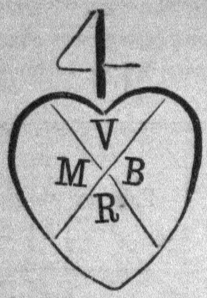
2. Pages 255 and 256, Appendix C, Factory Form No. 110 :—

Substitute the accompanying revised form for the above form :—

FACTORY FORM No. 110.]

BIHAR OPIUM AGENCY.

INVOICE of chests of opium despatched this day to



for transport to Howrah by rail to the Presidency and consigned to the Board of Revenue, Fort William, being on account and risk of Her Majesty's Indian Government, marked and numbered as per margin.

Number of despatch. *Dated* *of* 189 .

Date on which chests were packed.	Number of chests.	Numbers noted on the chests.	Number of cakes in each chest.	Weight of the 40 cakes in each chest at 80 tolahs per seer.			REMARKS.
				M.	S.	C.	

Certified that the orders prescribed regarding the packing and despatching of the chests of opium have been strictly fulfilled, as far as relates to the opium in this invoice, by me and other officers of the Factory.

I do hereby certify that the despatch of Bihar provision opium of comprising chests, each chest containing forty cakes or balls, forwarded to the Presidency by rail, is to the best of my knowledge and belief pure and genuine opium, the instructions of the Board of Revenue for preventing the adulteration of it having to the utmost of my power been strictly observed; and further, that the quantity of opium allowed on making the cakes was as follows:—

	Indian weight.			Factory weight.		
	Mds.	s.	c.	Mds.	s.	c.
Opium put into each chest at the consistence of per cent. ...						
Opium used for pasting the leaves of the envelopes at a consistence of per cent.						
Total ...						

I do also certify that the quantity of poppy leaves used in the formation of the envelopes, inclusive of all subsequent repairs, has been about seers and chittacks, Indian weight, equal to seers and chittacks, Factory weight, that proportion having been judged the fittest for the preservation of the drug.

BIHAR SADAR FACTORY;
The 189 .

Factory Superintendent.

I certify to the correctness of the above statement.

BIHAR OPIUM AGENCY,
BANKIPUR;
The 189 .

Opium Agent.

FACTORY FORM No. 111.

FACTORY FORM No. 111.]

BIHAR OPIUM AGENCY.

Stock-book of Abkari Opium manufactured and issued from the Sadur Factory during the year 189 9 .

1	2			3			4	5			6			7			8			9			10			11				12				13				14				15				16	17
	UNMANUFACTURED ACCOUNT.																									MANUFACTURED ACCOUNT AT 90°.																							
				Receipts.										Expenditure at 90°																																			
Month and date.	Opening balance.			Gross quantity exported from malkhana.			Consistence.	Quantity converted into 90°.			Total of columns 2 and 5.			Manufactured into excise cakes.			Quantity struck off as sent to lewa, &c. (quote authority).			Total of columns 7 and 8.			Closing balance, deducting column 9 from 6.			Opening balance.				Receipt as per column 7.				Total of columns 11 and 12.				Issued.				Closing balance, deducting column 14 from 13.				Initials of officer in charge.	REMARKS.
																										Chests.	Cakes.	Quantity.		Chests.	Cakes.	Quantity.		Chests.	Cakes.	Quantity.		Chests.	Cakes.	Quantity.		Chests.	Cakes.	Quantity.			
	M.	s.	c.	M.	s.	c.		M.	s.	c.	M.	s.	c.	M.	s.	c.	M.	s	c.	M.	s.	c.	M.	s.	c.	No.	No.	M.	s.	No.	No.	M.	s.	No.	No.	M.	s.	No.	No.	M.	s.	No.	No.	M.	s.		

FACTORY FORM No. 111A.]

Statement showing the quantity of Excise Opium manufactured at, and supplied from, the Patna Opium Factory during the month of _____

ACCOUNTS OF UNMANUFACTURED OPIUM.						ACCOUNTS OF MANUFACTURED OPIUM.										REMARKS.
Quantity of crude opium reserved for excise purposes in malkhana on the 1st of the month.	Quantity of crude opium remaining in the Abkari Department on the 1st of the month.	Quantity of crude opium received from malkhana during the month.	Total of columns 2 and 3.	Quantity used for the manufacture of excise opium during the month.	Balance in hand at the close of the month.	Quantity of excise opium in stock at the factory on the 1st of the month.	Quantity of excise opium manufactured during the month.	Total of columns 7 and 8.	Quantity of excise opium supplied from the factory during the month to—			Balance in hand (difference between columns 9 and 12) at the close of the month.	Quantity of excise opium remaining to be supplied on year's indent to—			
									Board of Revenue, Lower Provinces.	Collectors direct.	Total.		Board of Revenue, Lower Provinces.	Collectors direct.	Total.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

PATNA OPIUM FACTORY,

The _____ 1895. *Head Clerk.* *Asst. in charge of Abkari Dept.* *Factory Supdt.*

4-6-95.

FACTORY FORM No. 112.]

PATNA ABKARI OPIUM.

No.	M. s. c.	
60 cakes	1 20 0	80 tolahs weight.

BIHAR OPIUM AGENCY,
The 189 . } *Factory Superintendent.*

Cakes examined, weighed and packed in my presence.

Assistant in charge.

FACTORY FORM No. 114.]

BIHAR OPIUM AGENCY.

Abkari Opium Supply Order-book.

Authority.	Number of order.	To whom supplied.	Quantity.		How to be forwarded.	Date of Factory Superintendent's order.	Signature of Factory Superintendent.	Signature of Assistant in charge of Abkari Department.	Number and date of forwarding the memorandum	Amount of railway freight.			How paid, whether by cash or credit note.	Date of despatch of consignments	REMARKS.
			M.	S.						Rs	A.	P.			

FACTORY FORM No 113.]

BIHAR OPIUM AGENCY.

Register of packed chests of Abkari Opium, Sadar Opium Factory.

Date of weighment.	Numbers on the chests.	Number of cakes in each chest.	Net opium contained in each chest at 80-tolah weight.			Weight of cakes contained in each chest, including envelopes at 80-tolah weight.			Gross weight of entire packages at 80-tolah weight.			Average consistence at time of manufacture.	Date of issue.	Number and date of order.	To whom supplied.	Number and date of invoice.	REMARKS.
			M.	S.	C.	M.	S.	C	M.	S.	C.						

FACTORY FORM No. 114]

BIHAR OPIUM AGENCY.

Abkari Opium supply order book.

Authority.	Number of order.	To whom supplied.	Quantity.		How to be forwarded.	Date of Factory Superintendent's order.	Signature of Factory Superintendent.	Signature of Assistant in charge of Abkari Department.	Number and date of forwarding memorandum.	Amount of railway freight.			How paid, whether by cash or credit note.	Date of despatch of consignee's receipt in duplicate to Accountant's office.	Signature of receiving clerk.
			M.	S.						R	A.	P.			

BIHAR OPIUM AGENCY.

FACTORY FORM No. 115.]

No.

Invoice of chests of Abkari Opium containing maunds seers despatched on the of 189 .

Number marked on chests.	Number of cakes.	80-TOLA WEIGHT— Gross.			Net opium.			Rate per seer.	Value.			REMARKS.
		Mds.	s.	c.	Mds.	s.	c.		Rs.	A.	P.	

Head Clerk. *Asst. in charge, Abkari Department.* *Factory Supdt.*

Page 262:—

For the form given at this page *substitute* "Opium Form No. VIII (*a*)" and number it as below:—

"*Factory Form No. 115* [Opium Factory Form No. VIII (*a*)]."

15-9-1901.

FACTORY FORM No. 116.]

ORIGINAL.

"*Receipt for Abkari opium.*"

RECEIVED from the Opium Agent of Bihar maunds of abkari opium for the retail sale of the district, the value of which is to be credited to the said Agency at the rate of seven rupees and four annas per seer of 80-tola of the consistence of 90 per cent., being in aggregate rupees

The chests are in sound condition.

189 .}

DUPLICATE.

"*Receipt for Abkari opium.*"

RECEIVED from the Opium Agent of Bihar maunds of abkari opium for the retail sale of the district, the value of which is to be credited to the said Agency at the rate of seven rupees and four annas per seer of 80-tola of the consistence of 90 per cent., being in aggregate rupees

The chests are in sound condition.

189 .}

TRIPLICATE.

"*Receipt for Abkari opium.*"

RECEIVED from the Opium Agent of Bihar maunds of abkari opium for the retail sale of the district, the value of which is to be credited to the said Agency at the rate of seven rupees and four annas per seer of 80-tola of the consistence of 90 per cent., being in aggregate rupees

The chests are in sound condition.

189 .}

FACTORY FORM No. 117.]

BIHAR OPIUM AGENCY.

Statement of Opium supplied for Abkari purposes during the month of 189.

Number.	Season of opium.	To whom supplied.	Quantity at 90° consistence.			Rate per seer.			Value.			
			Mds.	S.	C.	Rs.	A.	P.	Rs.	A.	P.	

BIHAR OPIUM AGENCY,
The 189 .

Factory Superintendent.

FACTORY FORM No. 118.]

BIHAR OPIUM AGENCY.

Stock Book of Medical Opium in Cakes at 90° prepared and supplied from Bihar Opium Factory.

| Month and date. | | UNMANUFACTURED ACCOUNT. | | |

FACTORY FORM No. 118.]

BIHAR OPIUM AGENCY.

Stock-book of Medical Opium in Cakes at 90° prepared and supplied from the Sadar Factory.

Month and date.	Receipt from Malkhana—						Stock account at 90° consistence—												Details of the quantity issued—						Remarks.
	Gross weight of opium received from malkhana.			Consistence.	Quantity converted to 90°.			Opening balance.			Receipt as per column 4.			Total.			Issues.			Closing balance.			Number and date of authority for issue.			To whom issued.	Number and date of invoice.			
1	2			3	4			5			6			7			8			9			10			11	12			13
	M.	S.	C		M.	S	C.	M.	S.	C	M.	S.	C	M.	S.	C	M.	S.	C	M.	S.	C.								

FACTORY FORM No 119.]

BIHAR OPIUM AGENCY.

Stock book of Medical Opium in Powder at 100° prepared and supplied from the Sadar Factory.

MONTH AND DATE.	RECEIPT FROM MALKHANA.									STOCK ACCOUNT AT 100° CONSISTENCE.												DETAILS OF THE QUANTITY ISSUED.			REMARKS.
	Gross weight of opium received from malkhana.			Consistence.	Quantity converted to 100°.			Quantity collected from assays.			Opening balance.			Receipt as per columns 4 and 5.			Total.			Issues.			Closing balance.			Number and date of authority for issue.	To whom issued.	Number and date of invoice.	
1	2			3	4			5			6			7			8			9			10			11	12	13	14
	M.	S.	C.		M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.				

ACTORY FORM No 119]

BIHAR OPIUM AGENCY.

Stock Book of Medical Opium in Powder at 100° prepared and supplied from Bihar Opium Factory.

Month and date	UNMANUFACTURED ACCOUNT																																			
	Opening balance						Receipts.												Expenditure																	Closing balance 7, minus 11
							From mal khana			Consistence.	Quantity converted to 100°			From elsewhere and quantity collected from assays			Total of columns 2, 5 and 6			Manufactured.			For potsherds.			For adhesion and turn of scale.			Total of columns 8, 9 and 10.					
1	2						3			4	5			6			7			8			9			10			11						12		
	lbs.	OZ	DR.	M	S.	C.		lbs	OZ	DR	lbs	OZ	DR	lbs.	OZ	DR	lbs	OZ	DR	lbs	OZ	DR	lbs.	OZ	DR	lbs	OZ	DR.	lbs	OZ	DR.	lbs	OZ	DR			

MANUFACTURED ACCOUNT.																																					
Open ng balance.				Received from unmanufac tured account, column 8.			Total				Issue				Closing balance				Number and date of authority for issue			To whom issued.				Number and date of ticket				REMARKS.					
13				14			15				16				17				18			19				20				21					
lbs.	OZ	DR.		lbs.	OZ	DR	lbs.	OZ	DR		lbs.	OZ	DR		lbs.	OZ	DR																			

FACTORY FORM NO. 119B.]

*Statement showing the quantity of good opium received at the Laboratory, and expended in the manufacture of medical opium during the month of*_____

1	2							3							4
Details.	Powdered opium at 100°.							Cake at 90°.							REMARKS.
				Equal to—							Equal to—				
	lbs.	OZ.	DR.	Mds.	S.	CH.	K.	lbs.	OZ.	DR.	Mds.	S.	CH.	K.	
Balance on the 1st of the month, as per Laboratory Stock Book ...															
Add receipts during the month—															
(1) From Malkhana ...															
(2) From Assay Test ...															
(3) Other miscellaneous receipts															
Total ...															
Deduct expenditure for manufacture of medical opium, as per Laboratory Stock Book ...															
Loss by drynge, adhesion, etc., as per Laboratory Stock Book															
Total Expenditure ...															
Balance at the close of the month															

Head Clerk. *Factory Superintendent.* *Opium Agent.*

PATNA OPIUM FACTORY,

Goolzarbaugh, the _____

4-6-95.

FACTORY FORM No. 119A.]

MEDICINAL OPIUM.

No.

	lbs.	oz.	dr.	
Containing				in cakes at 90° consistence.
Ditto				in powder at 100° ditto.

BIHAR SADAR OPIUM FACTORY, PATNA ;
The 189 .

Factory Superintendent.

Opium weighed and packed in my presence.

Assistant Opium Examiner.

FACTORY FORM No. 120.]

BIHAR OPIUM AGENCY.

Contraband Opium Register of receipts and expenditure, Bihar Opium Agency, Sadar Factory.

1	2	3	4	5	6						7				8						9				10	11	12
Date of receipt of parcel.	Date of receipt of docket.	Designation of transmitting officer.	Number and date of transmitting officer's memorandum.	Number of parcel.	Weight of parcel as per invoice.						Weight of parcel in Opium Examiner's office, Laboratory Department.				Weight of contents as per invoice.						Weight of contents in Opium Examiner's office, Laboratory Department.				Date of examination.	Laboratory number.	Consistence of the opium
					M	S	C.	K	T.	M.	M.	S.	C.	K.	M.	S.	C.	K	T.	M	M.	S.	C.	K.			

13				14				15				16				17				18	19	20	21		
Converted to 75° consistence.				How disposed of—																Remarks by the Opium Examiner.	Signature of the Opium Examiner.	Signature of Abkari or Lewa Assistant.	Opium Examiner's reply regarding result of examination of the opium.		
				Sent into abkari.				Sent into lewa.				Set aside for morphia.				Useless.									
M.	S.	C	K.	M.	S.	C.	K.	M.	S	C.	K.	M.	S	C.	K	M.	S.	C.	K.				Number.	Month.	Date.

FACTORY FORM No. 120.]

BIHAR OPIUM AGENCY.

Contraband Opium Register of receipts and expenditure, Season 189 -9

1	2	3	4	5	6						7				8						9				10	11				12			
Date of receipt of parcel.	Date of receipt of docket.	Designation of transmitting officer.	Number and date of transmitting officer's memorandum.	Number of parcels.	Weight of parcel as per invoice.						Weight of parcel in Opium Examiner's office, Laboratory Department.				Weight of contents as per invoice.						Weight of contents in Opium Examiner's office, Laboratory Department.				Consistence of the opium	Converted to 70° consistence.				Marketable.			
					M.	S.	C.	K	T.	M.	M	S.	C	K	M.	S.	C.	K	T.	M.	M.	S.	C.	K.		M.	S.	C.	K	M.	S.	C.	K.

13				14				15				16				17				18	19	20				21
Not marketable				HOW DISPOSED OF—																Remarks by Opium Examiner.	Signature of the receiving clerk.	Opium Examiner's reply regarding result of examination of the opium.				REMARKS.
				Sent to abkari.				Sent to lewa.				Set aside for morphia.				Useless.										
M.	S.	C.	K.	M.	S.	C.	K.	M.	S.	C.	K.	M.	S	C.	K.	M.	S.	C.	K.			No.	Year.	Month.	Date.	

FACTORY FORM No. 121.]

BIHAR OPIUM AGENCY.

FROM

THE OPIUM EXAMINER,
BIHAR AGENCY,

TO

THE

Dated , *the* 189 .

WITH reference to his memorandum No. , dated 189 , undersigned has the honour to acknowledge the receipt of packets of contraband opium.

The contents weighed here, seers, chittacks, kutchas, and consisted of good opium, which was passed as marketable.

Opium Examiner.

BIHAR OPIUM AGENCY.

FROM

THE OPIUM EXAMINER,
BIHAR AGENCY,

TO

THE

Dated , *the* 189 .

WITH reference to his memorandum No. dated 189 , undersigned has the honour to acknowledge the receipt of packets of contraband opium.

The contents weighed here, seers, chittacks, kutchas, and consisted of good opium, which was passed as marketable.

Opium Examiner.

FACTORY FORM No. 122.]

BIHAR OPIUM AGENCY.

FROM

THE OPIUM EXAMINER,

BIHAR OPIUM AGENCY,

To

THE

Dated the 189 .

WITH reference to his memorandum No. , dated 189 , undersigned has the honour to acknowledge the receipt of packets of contraband opium.

The contents weighed here seers chittacks kutchas, and were rejected because

Opium Examiner.

BIHAR OPIUM AGENCY.

FROM

THE OPIUM EXAMINER,

BIHAR OPIUM AGENCY,

To

THE

Dated the 189 .

With reference to his memorandum No. , dated 189 , undersigned has the honour to acknowledge the receipt of packets of contraband opium.

The contents weighed here seers chittacks, kutchas, and were rejected because

Opium Examiner.

FACTORY FORM No. 123.]

BIHAR OPIUM AGENCY.

No.

Report for the fortnight ending *the* 189 .

HAS the honour to report that during the fortnight—

(1) the daily muster-roll of the men of the Fire Brigade has been kept up;

(2) that the rules regarding night attendance by the Fire Brigade men have been strictly observed;

(3) that the men were drilled on the at m.
and on the at m.;

(4) that the reservoirs, hand engines, extincteurs, and everything appertaining to them, have been duly inspected and found to be in good order, with the exceptions noted overleaf.

Fire Brigade Assistant.

The fire-engines and everything appertaining to them, and the laboratory boiler, have been duly inspected and found to be in good order, with the exceptions noted overleaf.

Saw Mill Engineer.

FACTORY FORM No. 124.]

BIHAR OPIUM AGENCY.

Pass No. .

PATNA,

The 189 .

Pass out of the Factory the following :—

Assistant. *Factory Superintendent.*

BIHAR OPIUM AGENCY.

Pass No. .

PATNA,

The 189 .

Pass out of the Factory the following :—

Assistant. *Factory Superintendent.*

FACTORY FORM No. 125.]

BIHAR OPIUM AGENCY.

Day-book of stores received at the Sadar Factory.

Date of receipt.	Number of invoice.	From whom received.	Names of articles.	RECEIPTS.				Number of ledger book.	Initial of Store-keeper.	REMARKS.
				Number.	Quantity.					
					M.	s.	c.			

FACTORY FORM No. 126.]

BIHAR OPIUM AGENCY.

Ledger of received at and issued from the Sadar Factory.

DATES		NUMBER OF DAY-BOOK PAGE.		From whom received.	To whom issued.	OPENING BALANCE.				RECEIVED.				TOTAL.				ISSUED.				CLOSING BALANCE.				Initial of Store-keeper.	REMARKS.
Of receipt.	Of issues.	Receipt.	Issue.			Number.	Quantity.			Number.	Quantity.			Number.	Quantity.			Number.	Quantity.			Number.	Quantity.				
							M.	s.	c.		M.	s.	c.		M.	s.	c.		M.	s.	c.		M.	s.	c.		

FACTORY FORM No. 127.]

BIHAR OPIUM AGENCY.

No.

Indent on the Store Department for articles required for the use of the Patna Opium Factory.

ARTICLES.	Purpose for which indented for.	Quantity or number.	Weight.		
			MDS.	S.	C.

Date 189 . *Asst. in charge.*

BIHAR OPIUM AGENCY.

No.

Indent on the Store Department for articles required for the use of the Patna Opium Factory.

ARTICLES.	Purpose for which indented for.	Quantity or number.	Weight.		
			MDS.	S.	C.

Asst. in charge. *Fy. Supdt.* *Store-keeper.*

Date 189 .

FACTORY FORM No. 128.]

BIHAR OPIUM AGENCY.

Day-book of Stores issued from the Sadar Factory.

Date of issue.	Number of indent or order.	To whom issued.	Names of articles.	Issues.				Number of ledger page.	Initial of Store-keeper.	REMARKS.
				Number.	Quantity.					
					M.	s.	c.			

FACTORY FORM No. 131.]

BIHAR OPIUM AGENCY.

No. .

Invoice of articles supplied from the Factory.

To

References

ARTICLES.	Number or quantity.	Weight.		
		M.	S.	C.

Dated 189 . *Assistant in charge.*

BIHAR OPIUM AGENCY.

No. .

Invoice of articles supplied from the Factory.

To

References

ARTICLES.	Number or quantity.	Weight.		
		M.	S.	C.

Assistant in charge. *Factory Superintendent.*

Dated 189 .

Please sign and return.

FACTORY FORM No. 132.]

BIHAR OPIUM AGENCY.

Chalan of articles returned into Store.

DESCRIPTION OF STORES.	Number of articles returned.	NUMBER AND DATE OF ORIGINAL INDENT ON WHICH THE STORES WERE RECEIVED.		Signature of officer returning the stores.	Signature of store-keeper.	REMARKS.
		Number.	Month and date.			

FACTORY FORM No. 133.]

BIHAR OPIUM AGENCY.

Detailed Statement of Stores verified.

Date of verification.	DESCRIPTION OF STORES.	Book balance on date of verification.	Verified balance.	Increase.	Decrease.	Signature of verifying officer.	REMARKS.

FACTORY FORM No 134.]

BIHAR OPIUM AGENCY.

Sale list, Patna Opium Factory.

Date of sale

NUMBER OF LOTS.	Articles.	Weight.			Amount			Names of purchasers.	Date of payment.
		M.	s	c.	Rs.	A.	P.		

Factory Auctioneer. *Supt., Chest Dept. and Saw Mills.*

FACTORY FORM No. 135.]

BIHAR OPIUM AGENCY.

(See paragraph 20 of the Resolution of the Government of India in the Department of Finance and Commerce, No. 185, dated 10th January 1883.)

Estimate of the probable quantity and value of stores required from England for the use of Bihar Opium Agency during the official year.

(The cost of the stores is chargeable to the Imperial head Opium.)

DESCRIPTION OR CLASS OF STORES.	ACTUAL EXPENDITURE FOR THREE YEARS.									PROBABLE ESTIMATED REQUIREMENT FOR—					REMARKS.
										Quantity.	Rate.	Amount.			
	£.	s	d.	£	s.	d	£	s.	d			£	s	d.	

PATNA OPIUM FACTORY,
The 189 . *Store-keeper.* *Factory Superintendent.*

FACTORY FORM No. 136.]

BIHAR OPIUM AGENCY.

Annual indent on England for Stores required in the Sadar Factory, (from April to March).

1	2	3	4	5	6	7	8	9	10						11	12	13	14
									VALUE—									
Names of articles.	Revenue to which cost is chargeable (Imperial, &c.).	Imperial head account or grant to which chargeable.	Established proportion.	How established proportion is calculated.	Number or quantity in store on 31st March.	Number or quantity due on previous indent.	Number or quantity indented for.	Rate.	Of number or quantity due on previous indent.			Of number or quantity now indented for.			Remarks.	Shipped or under provision.	Proposed to be provided.	Remarks by the Director-General of Stores.
									£	s.	d.	£	s.	d.				

PATNA OPIUM FACTORY;
The 189 .

Head Clerk. *Store-keeper.* *Factory Superintendent.* *Opium Agent.*

FACTORY FORM No. 137.]

APPENDIX B.

BEHAR OPIUM AGENCY.

(*See* paragraph 23 of the Resolution of the Government of India in the Department of Finance and Commerce, No. 185, dated 10th January 1883.)

Annual statement of expenditure on stores in the Factory for the official year.

(1) STORES MANUFACTURED IN EUROPE AND OBTAINED THROUGH THE SECRETARY OF STATE.		(2) STORES MANUFACTURED IN EUROPE, BUT PURCHASED IN INDIA UNDER PARAGRAPH 3 OF GOVERNMENT OF INDIA FINANCIAL RESOLUTION No. 185, DATED 10TH JANUARY 1883.								(3) STORES MANUFACTURED IN INDIA AND SUBSTITUTED FOR STORES FORMERLY IMPORTED THROUGH SECRETARY OF STATE.										
				ACTUAL COST IN INDIA.			ESTIMATED COST IF OBTAINED THROUGH INDIA OFFICE.					ACTUAL COST IN INDIA.							DIFFERENCE.	
														Total cost.						
DESCRIPTION OR CLASS OF STORES.	Total cost, including charges.	Description or class of stores.	Number or quantity.	Average price or rate.	Incidental charges, carriage, &c.	Total cost.	Average price or rate	Incidental charges, freight, exchange, &c.	Total cost.	Description or class of stores.	Number or quantity.	Average price or rate.	Incidental charges, carriage, &c.	Of goods obtained from Government Factories.	Of goods obtained from private dealers.	Average price or rate.	Incidental charges, freight, exchange, &c.	Total cost.	Gain.	Loss.

PATNA OPIUM FACTORY;
The 189 .

Head Clerk. *Store-keeper.* *Factory Superintendent.* *Opium Agent.*

FACTORY FORM NO. 138.]

BIHAR OPIUM AGENCY.

Annual plus and minus Memorandum of Dead Stock.

DESCRIPTION OF ARTICLES.	INCREASE.				DECREASE.			
	Number of pieces	Cost.			Number of pieces.	Cost.		
		Rs.	A.	P.		Rs.	A.	P.

Dated 189 . *Store-keeper.* *Factory Superintendent.*

FACTORY FORM No. 139.]

BIHAR OPIUM AGENCY.

Stock-book of Cups received and expended during the month of 189

MONTH AND DATE		Balance in store.	Cups received.	Total cups in store.	EXPENDITURE.					Balance in store.	REMARKS.
					In caking-room.	In cake godowns.	In suttai.	In breakage.	Total expenditure.		
	1										
	2										
	3										
	4										
	5										
	6										
	7										
	8										
	9										
	10										
	11										
	12										
	13										
	14										
	15										
	16										
	17										
	18										
	19										
	20										
	21										
	22										
	23										
	24										
	25										
	26										
	27										
	28										
	29										
	30										
	31										
Total ..	...										

The 189 *Assistant in charge.*

FACTORY FORM No. 140.]

BIHAR OPIUM AGENCY.

CUP LEDGER.

Contractor's name *Number of cups contracted for*

Date of receipt.	Number of receipt.	Number of cups delivered on each date.	Total for the month.	Total number of cups delivered in previous month.	Grand total of deliveries up to date.	Number required to complete contract.	Value of cups delivered in current month.			Date of current payment.		REMARKS.
							RS.	A.	P.			

FACTORY FORM NO. 141.]

BIHAR OPIUM AGENCY.

CUP RECEIPT.

No.

Received from contractors

Cups

The 189 .

Assistant in charge.

To be given up at the time of payment.

BIHAR OPIUM AGENCY.

CUP RECEIPT.

No.

Received from contractors

Cups

The 189 .

Asst. in charge. *Fy. Supdt.*

FACTORY FORM No. 142.]

BIHAR OPIUM AGENCY.

Saw Mills and Chest Department Muster Roll for 189

The numbers to be filled in with red ink at the time of counting and not afterwards.	Number allowed.								Number present.								Signature of officer in charge.
	Monthly paid servants.	Coolies receiving daily wages.							Monthly paid servants.	Coolies receiving daily wages.							
		Carpenters, blacksmiths, beldars, &c.				Boys.		Women doing coolie's work at As. 2.		Carpenters, blacksmiths, beldars, &c.				Boys.		Women doing coolie's work at As. 2.	
		At As. 4.	At As. 3.	At As. 2-6.	At As. 2.	At As. 1-6.	At As. 1-3.			At As. 4.	At As. 3.	At As. 2-6.	At As. 2.	At As. 1-6.	At As. 1-3.		
SAW MILLS.																	
30″ timber frame																	
24″ ditto																	
24″ ditto																	
20″ ditto																	
20″ ditto																	
No. 1, circular saw, cross cuttings																	
,, 2, ditto, ditto																	
,, 3, ditto, cutting sides of planks																	
,, 4, ditto, ditto ...																	
,, 5, ditto, cutting compartment																	
,, 6, ditto, ditto ..																	
,, 7, ditto, squaring lids ...																	
,, 8, ditto, making gutts ...																	
,, 9, ditto, cutting slotts ...																	

,, 1, rabetting machine ... ...
,, 2, ditto ... ...
,, 1, dovetailing machine ... ...

NEW ROOM.

Rabetting machine ... ...
Dovetailing do. ... ...
Squaring end of planks ... .
Plaining machine ... ...
Blacksmiths ... ...
Carpenters dressing logs ... ...
Ditto sorting planks ... ...
Ditto boy's doweling insides, bottoms and lids of chests ... ...
Painter ... ...
Fireman ... ...
Shoe-makers repairing belts... ... ...
Bundhanee sirdar ... ...
Bundhanees ... ...
Beldars in turning room ... ...
Do. oiling in the engine-room and shafting ... ...
Store-room beldars ... ...
Beldars with blacksmiths ... ...
Do. miscellaneous ... ...
Do. throwing ashes ... ...
Do. carrying sawdust ... ...
Do. carrying planks from the mill ...
Do. stamping planks ... ...
Do. carrying planks to shed ... ...
Boys on drilling machine ... ...
Do. for miscellaneous work ... ...
Beldars carrying planks to be rabetted ...
Ditto saws ... ...

CHEST DEPARTMENT.

Carpenters (head) ... ...
Ditto examining timber at measurement ... ...

The numbers to be filled in with red ink at the time of counting and not afterwards.	Number allowed.								Number present.								Signature of officer in charge.
	Monthly paid servants.	Coolies receiving daily wages.							Monthly paid servants.	Coolies receiving daily wages.							
		Carpenters, blacksmiths, beldars, &c.				Boys.		Women doing coolie's work at As. 2.		Carpenters, blacksmiths, beldars, &c.				Boys.		Women doing coolie's work at As. 2.	
		At As. 4.	At As. 3.	At As. 2-6.	At As. 2.	At As. 1-6.	At As. 1-3.			At As. 4.	At As. 3.	At As. 2-6.	At As. 2.	At As. 1-6.	At As. 1-3.		
Chest Department—*concluded.*																	
Carpenters putting lids and bottoms together																	
Platelayer																	
Numberer																	
Beldars pressing lids, end sides together ...																	
Do. stacking planks																	
Do. drying compartments																	
Boy ditto																	
Beldar's cutting dowels																	
Do. for miscellaneous work																	
Boys for tramway																	
Dammer sirdar																	
Dammerers																	
Assistant dammerers																	
Dammerer examining																	
Carpenters for fixing and dressing lids ...																	
Ditto for examining chests																	
Ditto compartments in the factory ...																	
Fireman																	
Beldars for breaking up and bringing pitch, oil, &c., from factory stores																	
Beldars melting pitch and supplying pitch to dammerers																	

Beldars taking chests from the sheds, arranging them for dammering																
Beldars carrying and laying down chests to be examined																
Beldars carrying lids to saw mills for being dressed																
Beldars for cleaning chests																
Boys ditto ditto																
Beldars lifting chests on the head of coolies																
GENERAL.																
Mason																
Bhishtee																
Sweepers																
Errand boys																
Suffai boys																
GHAZIPORE.																
Carpenter examining mango-wood chests ...																
Carpenters																
Numberer																
Beldars																

Mustering Officer. *Engineer, Chest Dept. and Saw Mills.* *Factory Superintendent.*

FACTORY FORM No. 143.]

BIHAR OPIUM AGENCY.

Measurement register of *Timber supplied by*

Chalan No.

Month and Date.	Number on log.	Length in foot.	MEASUREMENT.												Quarter girth or side of the square.	CUBIC CONTENTS.			REMARKS.
			At the thin end of round, square or unequal sides timber.		ROUND LOGS.				SQUARE OA UNEQUAL SIDE LOGS.										
					Circumference in inches at—			Mean girth in inches.	At thick end.		Elsewhere.		Mean.						
			Width.	Depth.	Thin end.	Thick end.	Elsewhere.		Width.	Depth.	Width.	Depth.	Width.	Depth.		Feet.	Inches.	Parts.	

FACTORY FORM No. 144.]

BIHAR OPIUM AGENCY.

TRIPLICATE.

No.

Received from the undermentioned timber, *vide* Opium Agent's order No. dated

Number of logs received into timber yard.	Total length in feet.	Total quarter girth or sides of the square.	Total cubic contents.			Rate per cubic foot.	Value.			REMARKS.
			Ft.	I.	P.		Rs.	A.	P.	

Engineer,
Chest Department and Saw Mills.

Factory Superintendent.

CHEST DEPARTMENT OFFICE,
The 189 .

BIHAR OPIUM AGENCY.

DUPLICATE.

No.

Received from the undermentioned timber, *vide* Opium Agent's order No. dated

Number of logs received into timber yard.	Total length in feet.	Total quarter girth or sides of the square.	Total cubic contents.			Rate per cubic foot.	Value.			REMARKS.
			Ft.	I.	P.		Rs.	A.	P.	

Engineer,
Chest Department and Saw Mills.

Factory Superintendent.

CHEST DEPARTMENT OFFICE,
The 189 .

BIHAR OPIUM AGENCY.

ORIGINAL.

No.

Received from the undermentioned timber, *vide* Opium Agent's order No. dated

Number of logs received into timber yard.	Total length in feet.	Total quarter girth or sides of the square.	Total cubic contents.			Rate per cubic foot.	Value.			REMARKS.
			Ft.	I.	P.		Rs.	A.	P.	

Engineer,
Chest Department and Saw Mills.

Factory Superintendent.

CHEST DEPARTMENT OFFICE,
The 189 .

FACTORY FORM No. 145.]

BIHAR OPIUM AGENCY.

Stack Register of *Timber.*

Month and Date.		Number of stack.	Number on logs.	Position of logs in stack.		By whom supplied.	Number of Logs.					Remarks.
				Number from end.	Number from bottom.		In the stack.	Received.	Total.	Issued.	Balance.	

FACTORY FORM No. 146.]

BIHAR OPIUM AGENCY.

Stock Book of *wood logs.*

Month and Date.		Number of Logs.					Cubic contents.															Remarks.
		Balance.	Received.	Total.	Issued.	Closing balance.	Balance.			Received.			Total.			Issued.			Closing balance.				
							Ft.	I.	P.	Ft.	I.	P.	Ft.	I.	P.	Ft.	I.	P.	Ft.	I.	P.		

FACTORY FORM No. 147.]

BIHAR OPIUM AGENCY.

Register of *wood timber supplied.*

Name of Contractor
Cubic feet of wood timber to be delivered
between 189 and 189

Month and Date.		CUBIC CONTENTS.									INITIALS OF—		REMARKS.
		DELIVERED DAILY.			DELIVERED UP TO DATE.			REMAINING TO COMPLETE CONTRACT.					
		Feet.	Inches.	Parts	Feet.	Inches.	Parts.	Feet.	Inches.	Parts.	Clerk.	Superintendent and Engineer.	

FACTORY FORM No. 148.]

BIHAR OPIUM AGENCY.

Daily register of *timber sawn.*

Month and Date.		Number of logs sawn daily.	Number on log.	When purchased.	CUBIC CONTENTS.			Equal to chests.	CHESTS.		PERCENTAGE.		REMARKS.
					Feet.	Inches.	Parts.		Excess.	Less.	Excess.	Less.	

FACTORY FORM No. 149.]

BIHAR OPIUM AGENCY.

Stock Book of $\frac{\textit{Sâl}}{\textit{Mango}}$ *planks.*

Month and Date.	Balance.			Sawn daily.						Superficial.									Equal to chests.	Remarks.
	Superficial.			Number of planks.	Length in feet.	Breadth in inches.	Superficial.			Total.			Issued.			Closing balance.				
	Feet.	Inches.	Parts.				Feet.	Inches.	Parts.	Feet.	Inches.	Parts.	Feet.	Inches.	Parts.	Feet.	Inches.	Parts.		

FACTORY FORM No. 150.

BIHAR OPIUM AGENCY.

Stock Book of *Compartments.*

Month and date.	PROVISION.											REMARKS.	ABKARI.											REMARKS.
	LARGE PIECES.					SMALL PIECES.					Equal to sets.		LARGE PIECES.					SMALL PIECES.					Equal to sets.	
	Balance.	Sawn.	Total.	Issued.	Closing balance.	Balance.	Sawn.	Total.	Issued.	Closing balance.			Balance.	Sawn.	Total.	Issued.	Closing balance.	Balance.	Sawn.	Total.	Issued.	Closing balance.		

FACTORY FORM No. 151.]

BIHAR OPIUM AGENCY.

Stock book of *chests.*

Month and date.	SAL WOOD.													MANGO WOOD.													
	Not dammered.							Dammered.					REMARKS.	Not dammered.								Dammered.					REMARKS.
	Balance.	Made.	Total.	Issued for dammering.	Sent to Ghazipore.	Total.	Closing balance.	Balance.	This day.	Total.	Issued.	Closing balance.		Balance.	Made.	Purchased.	Total.	Issued for dammering.	Sent to Ghazipore.	Total.	Closing balance.	Balance.	This day.	Total.	Issued.	Closing balance.	

FACTORY FORM No. 152.]

BIHAR OPIUM AGENCY.

Stock book of *lids.*

Month and date.	PROVISION.															ABKARI.															
	Sâl wood.					Mango wood.										Sâl wood.					Mango wood.										
										Issued to															Issued to						
	Balance.	Made.	Total.	Issued.	Closing balance.	Balance.	Made.	Purchased.	Total.	Factory.	Ghazipore.	Total number issued.	Closing balance.	REMARKS.		Balance	Made.	Total.	Issued.	Closing balance.	Balance.	Made.	Purchased.	Total.	Factory.	Ghazipore.	Total number issued.	Closing balance	REMARKS.		

FACTORY FORM No. 153.]

BIHAR OPIUM AGENCY.

Daily Register of Mango-wood Chests and Lids examined.

Month and date.	Number of chests passed.	Serial number.		Ordinary lids.			Spare lids.			Name of contractor.	Ledger page.	Signature of examining officer.
		From	To	Two planks.	Three planks.	Total.	Two planks.	Three planks.	Total.			

FACTORY FORM No. 154.]

BIHAR OPIUM AGENCY.

Register of Mango-wood Chests and Lids supplied

Name of contractor

Mango-wood chests and lids and spare lids to be delivered between 189 . *and* 189 .

Month and date.	Delivered. daily.			Delivered up to date.			Remaining to complete contract.			Bill.		Initials of—		
	Chests.	Lids.	Spare lids.	Chests.	Lids.	Spare lids.	Chests.	Lids.	Spare lids.	Number.	Date.	Clerk.	Assistant Engineer.	Superintendent and Engineer.

FACTORY FORM No. 155.]

BIHAR OPIUM AGENCY.

TRIPLICATE.

No. dated 189 .

Received from contractor.

Mango-wood provision chests.
Ditto ditto lids.
Ditto ditto spare lids.
Ditto ditto Abkari chests.
Ditto ditto do. lids.

Assistant Engineer.

Engineer, Chest Department and Saw Mills.

BIHAR OPIUM AGENCY.

DUPLICATE.

No. dated 189 .

Received from contractor.

Mango-wood provision chests.
Ditto ditto lids.
Ditto ditto spare lids.
Ditto ditto Abkari chests.
Ditto ditto do. lids.

Assistant Engineer.

Engineer, Chest Department and Saw Mills.

BIHAR OPIUM AGENCY.

ORIGINAL.

No. dated 189 .

Received from contractor.

Mango-wood provision chests.
Ditto ditto lids.
Ditto ditto spare lids.
Ditto ditto Abkari chests.
Ditto ditto do. lids.

Assistant Engineer.

Engineer, Chest Department and Saw Mills.

FACTORY FORM No. 156.]

BIHAR OPIUM AGENCY.

No.

TRIPLICATE.

Received from the undermentioned mango-wood chests and lids.
Vide Opium Agent's No. dated

When received in the timber yard.	DETAILS.	Number.	Rate.	Amount.			REMARKS.
				Rs.	A.	P.	
	Mango-wood chests						
	Mango-wood spare lids						
	Conveying charges						

Engineer, Chest Department and Saw Mills.

Factory Superintendent.

CHEST DEPARTMENT OFFICE,
The 189 .

BIHAR OPIUM AGENCY.

No.

DUPLICATE.

Received from the undermentioned mango-wood chests and lids.
Vide Opium Agent's No. dated

When received in the timber yard.	DETAILS.	Number.	Rate.	Amount.			REMARKS.
				Rs.	A.	P.	
	Mango-wood chests						
	Mango-wood spare lids						
	Conveying charges						

Engineer, Chest Department and Saw Mills.

Factory Superintendent.

CHEST DEPARTMENT OFFICE,
The 189 .

BIHAR OPIUM AGENCY.

No.

ORIGINAL.

Received from the undermentioned mango-wood chests and lids.
Vide Opium Agent's No. dated

When received in the timber yard.	DETAILS.	Number.	Rate.	Amount.			REMARKS.
				Rs.	A.	P.	
	Mango-wood chests ...						
	Mango-wood spare lids						
	Conveying charges ...						

Engineer, Chest Department and Saw Mills.

Factory Superintendent.

CHEST DEPARTMENT OFFICE,
The 189 .

FACTORY FORM No. 157.]

BIHAR OPIUM AGENCY.

Contract account for mango-wood chests and lids.

Name of contractor—

Detail of delivery.	Chest.	Lids.
Number of chests and lids in arrear from previous contract		
Number of chests and lids to be supplied in present contract		
Total number to be supplied ...		
Supplied up to date		
Remaining to be supplied		
Received up to as per last account ...		
* Received since up to		
Total received ...		
CHEST DEPARTMENT OFFICE, The 189 . } *Engineer, Chest Department and Saw Mills.*		
Detail of payment.		
Brought forward from last account ...		
Remaining to be paid for		
* Received since up to		
Total to be paid for ...		
Now charged for		
Balance to be carried over in the next account as not paid for		
Paid for up to as per last account (Chests. / Lids.)		
Now charged for ... ... (Chests. / Lids.)		
Balance remaining to be paid for ...		

* These items should correspond with the entries in Factory Form No. 154.

PATNA OPIUM FACTORY, GULZARBAGH, The 189 . } *Head Clerk.* *Factory Superintendent.*

FACTORY FORM No. 158.]

BIHAR OPIUM AGENCY.

No. Date 18

Invoice of articles supplied by the Patna Opium Factory to

Date of requisition.	Register number of order.	Description of articles.	Number.	Weight.			Rate.	Value.			Signature of receiving officer.
				M	S.	C.		Rs.	A.	P.	

Engineer, Chest Department and Saw Mills. *Factory Superintendent*

FACTORY FORM No. 159.]

BIHAR OPIUM AGENCY.

SALE TICKET.

પાસ નોઢામી ઇં ગાનોપ્પ માહ સન્

નામ પ્યનોદાન

ગાનોપ્પ નોઢામ ।	ગાણ્દાદ ઢાટ ।	ઇંવન ઢાટ ।	ક્રિસ્મ ઢાટ ।	ક્રોમગ ।

દસાપ્પગ શ્રશુસન નોઢામ કુનિન્દે ।

BIHAR OPIUM AGENCY.

SALE TICKET.

પાસ નોઢામી ઇં ગાનોપ્પ માહ સન

નામ પ્યનોદાન

ગાનોપ્પ નોઢામ ।	ગાણ્દાદ ઢાટ ।	ઇંવન ઢાટ ।	ક્રિસ્મ ઢાટ ।	ક્રોમગ ।

દસાપ્પગ શ્રશુસન નોઢામ કુનિન્દે ।

FACTORY FORM No. 160.]

BIHAR OPIUM AGENCY.

Register of sale proceeds.

Month and date.	PAYMENT ACCOUNT.					WITH SALE MAHARRIR.					WITH TREASURER.					INITIALS OF—		
	Balance remaining to be paid.	Amount of this day's sale.	Total.	Paid this day.	Balance remaining to be paid.	Opening balance.	Received this day.	Total.	Made over to treasurer.	Balance.	Opening balance.	Received from sale maharrir.	Total.	Credited.	Balance.	Treasurer.	Head Clerk.	Factory Superintendent.

FACTORY FORM No. 161.]

BIHAR OPIUM AGENCY.

No.

Weekly report of articles sold at the Sadar Godown during the week ending the

Month and date.	Aggregate number of lots and nature thereof.		Aggregate quantity sold.				Total sale proceeds of each description.			Remarks
	Number of lots.	Description of refuse wood, &c.	Number.	Weight.						
				M.	S.	C.	Rs.	A.	P.	
										I have inspected all these lots and found them of no use to the Chest Department.
										Supdt. and Engineer, Chest Dept. and Saw Mills.

CHEST DEPARTMENT OFFICE,
The 189 . } *Factory Auctioneer.* *Factory Superintendent.*

FACTORY FORM No. 162]

BIHAR OPIUM AGENCY.

Daily manufacturing report, Chest Department and Saw Mills, for 189

No. 1.—TIMBER ACCOUNT

1	2	3	4	5	6	7			8			9			10			11			12
	NUMBER OF LOGS.					CUBIC CONTENTS.															
	Sâl.	Mango.	Seemul.	Asna.	Other wood.	Sâl.			Mango.			Seemul			Asna.			Other wood.			REMARKS.
						F.	I.	P.	F.	I.	P.	F.	I.	P.	F.	I.	P.	F.	I.	P.	
Balance as per last report . Received this day ...																					Three cubic feet = one provision chest.
Total ...																					
Sawn this day or issued ...																					
Balance ...																					

No. 2.—PLANK ACCOUNT.

1	2			3			4			5	6	7	8	9	10	11	12	13
	SUPERFICIAL CONTENTS.									EQUAL TO CHESTS.								
	Sâl.			Mango.			Other wood.			Provision.				Abkari.				REMARKS.
	F.	I.	P.	F.	I.	P.	F.	I.	P.	Sâl.	Mango.	Other wood.	Total.	Sâl.	Mango.	Other wood.	Total.	
Balance as per last report .. Sawn this day ...																		31½ superficial feet = one provision chest; 17 superficial feet = one Abkari chest.
Total .. Issued ..																		
Balance ...																		

No. 3.– COMPARTMENTS.

1	2	3	4	5	6	7	8
	PROVISION.			ABKARI.			REMARKS.
	Large pieces.	Small pieces.	Equal to sets.	Large pieces.	Small. pieces.	Equal to sets.	
Balance as per last report.							Six large and eight small pieces are for a provision chest.
Sawn this day ...							Eight large and ten small pieces are for an Abkari chest.
Total ...							Large. Small Sets.
Issued* .							* For Patna Factory. For Ghazipore Factory.
							Total ...
Balance .							

No. 4.—LIDS.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
		PROVISION.					ABKARI.						
		Mango.						Mango.					
	Sal.	Made.	Bought.	Total.	Other wood.	Total columns 2, 5 and 6.	Sal.	Made.	Bought.	Total.	Other wood.	Total columns 8, 11 and 12.	REMARKS.
Balance as per last report ...													
Made or bought .													
Total ...													
Issued* ...													*Sent to Ghazipur.
													Provision Abkari
Balance ...													

No. 5.—CHESTS.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Provision.						Abkari.						
		Mango.						Mango.					
	Sâl.	Made.	Bought.	Total.	Other wood.	Total columns 2, 5 and 6.	Sâl.	Made.	Bought.	Total.	Other wood.	Total columns 8, 11 and 12.	Remarks.
Balance as per last report													Including those dammered daily.
Made or bought													
Total ...													* Sent to Ghazipur.
* Issued ...													Provision Abkari
Balance ..													

No. 6.—DAMMERING ACCOUNT.

1	2	3	4	5	6	7	8	9	10
	Provision.				Abkari.				
	Sâl.	Mango.	Other wood.	Total.	Sâl.	Mango.	Other wood.	Total.	Remarks.
Balance as per last report .									
Dammered this day									
Total ...									
Issued for packing									
Balance ...									

Engineer, Chest Department and Saw Mills. *Factory Superintendent.*

FACTORY FORM No. 163.

FACTORY FORM No. 163.]

BIHAR OPIUM

Monthly statement shewing the receipts and expenditure of Sâl, Seemal, Opium Agent's No. 296,

RECEIPTS. DESCRIPTION.	Number of logs.	Cubic contents.			Chests.	PROVISION COMPARTMENTS.		ABKARI COMPARTMENTS.	
						Large pieces.	Small pieces.	Large pieces.	Small pieces.
		F.	L	P.					
Sâl logs in hand on the ... .. Ditto received in									
Total .									
Seemal logs in hand on the ... ... Ditto received in ...									
Total ...									
Asna logs in hand on the ... ... Ditto received in									
Total ...									
Provision chests in hand on the Ditto made in .									
Total ..									
Abkari boxes in hand on the .. Ditto made in									
Total ..									
Mango-wood chests in hand on the .. Ditto received from contractors									
Total ...									
Compartments in hand on the ... Ditto made in									
Total ...									

CHEST DEPARTMENT,
OFFICE,
The 189 .

Engineer, Chest Department and Saw Mill.

AGENCY.

and Asna logs for Provision Abkari and mango-wood chests as per dated 3rd July 1883.

Expenditure. Description.	Number of logs.	Cubic contents.	Chests.	Superficial feet.			Provision compartments.		Abkari compartments.		Detail of sale.	Rs.	A.	P.
				F.	I.	P.	Large pieces.	Small pieces.	Large pieces.	Small pieces.				
Sâl logs sawn up														
Balance on the ...														
Seemal logs sawn up ..														
Balance on the ..														
Asna logs sawn up ...														
Balance on the .														
Provision chests issued for packing														
Balance on the ...														
Abkari boxes issued for packing														
Abkari boxes issued for Ghazipore														
Balance on the ...														
Mango-wood chests issued for Ghazipore														
Balance on the ...														
Compartments issued for packing														
Compartments issued for Ghazipore														
Compartments broken in slotting														
Compartments worm eaten														
Balance on the ...														

Value of Sâl chips ... ...

FACTORY FORM No. 164.]

BIHAR OPIUM AGENCY.

Stock and manufacture account of the Sadar Factory, Patna, for 189

No. 1.—OPIUM JARS AND POTS RECEIVED AND EXAMINED.

	Previously received.		Received this day.		Total.		Examined.		Balance.	
	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.	Jars.	Pots.
Tirhoot										
Hajeepore										
Chuprah										
Alligunge										
Motiharee										
Bettiah										
Shahabad										
Gaya										
Tehta										
Patna										
Monghyr										
Total ...										
Benares										
GRAND TOTAL ...										

Signature of in charge.

No. 2.—RECEIPT OF OPIUM.

DETAILS.	Previously received.			Received this day.			Total.		
	M.	s.	c.	M.	s.	c.	M.	s.	c.
Good opium									
Benares do.									
Inferior do.									
Pussewa									
Dhoi									

Signature of officer in charge.

No. 3.—CONFISCATION OF OPIUM.

DETAILS.	Previously confiscated.			Confiscated this day.			Total.		
	M.	s.	c.	M.	s.	c.	M.	s.	c.
Good opium									
Inferior do.									
Opium from Benares ..									
Pussewa									
Total ...									

Signature of officer in charge.

No. 4.—MALKHANA ACCOUNT OF OPIUM.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	IMPORT.							EXPORT.						
		Deduction on account of—												
Balance.	Gross receipt.	Confiscation.	* Adhesion in importing.	Burnt opium transferred for morphia.	Total of columns 3, 4 and 5.	Net opium received in malkhana.	Total of columns 1 and 7.	For provision cake.	For excise purposes.	For lewa	For medical purposes.	* Adhesion in exporting.	Total of columns 9 to 13.	Balance column 8 minus column 14.
M. s. c.	M. s. c.	M. s. c.	M. s. c.	M. s. c.	M. s. c.	M. s. c.	M. s. c.	M. s. c.	M. s. c.	M. s. c.	M. s. c.	M. s. c.	M. s. c.	M. s. c.

Signature of Officer in charge.

* Adhesion in importing 8 chitaks per jar.
Ditto ditto ½ chitak per pot.
Ditto in exporting ½ chitak per vessel.
} Number of vessels used in exporting.

No. 4.—MALKHANA ACCOUNT OF OPIUM.

1	2			3			4			5			6			7			8			9			10			11			12			13			14			15		
	IMPORTS.																					EXPORTS.																				
Balance.	Gross receipt.			Deductions on account of— Confiscations.			* Adhesion in importing.			Burnt opium transferred for morphia.			Total of columns 3, 4 and 5			Net opium received in malkhana.			Total of columns 1 and 7.			For provision cakes.			For excise purposes.			For lewa.			For medical purposes.			* Adhesion in exporting.			Total of columns 9 to 13.			Balance, column 8 minus column 14.		
M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.

* Adhesion in importing 8 chittacks per jar.
Ditto ditto ½ chittack per pot.
Ditto in exporting ½ chittack per vessel.
} Number of vessels used in exporting.

Signature of officer in charge.

No. 5.—OPIUM RECEIVED AND EXPENDED IN MANUFACTURE OF PROVISION CAKES.

Receipt.				Expenditure.							
Details.	Gross opium.			Details.	Gross opium.			Total.			
	M.	S.	C.		M.	S.	C.	M.	S.	C.	
Opium received from malkhana as per account No 4				Opium expended in making cakes of 75° consistence and over at 13·7½ chittacks per cake							
Lewa received from lewakhana as per account No. 7				Ditto ditto under 75°							
				Broken pieces of pots, &c., found in the opium exported							
				Less on account of adhesion, &c.							
				Dryage in alligation and caking vats							
				Lewa expended in manufacturing cakes							
Total ...				Total ..							

Signature of officer in charge.

No. 6.—MANUFACTURE AND PACKING OF PROVISION CAKES.

Cakes manufactured.						Cakes packed.				
Details.	Under 75°.	At 75°.	Over 75°.	Total.	Caking consistence of the day.	Details.	Balance.	Number packed.	Balance.	Remarks
Previously manufactured						Cakes ... Under 75° ...				
Manufactured this day ...						At 75° ...				
						Over 75° ...				
Total ...						Total ...				

Signature of officer in charge.

No. 5.—Opium received and expended in the manufacture of provision Cakes.

Receipt.					Expenditure.									Remarks.
Details.	Gross opium.				Details.	Gross opium.				Total.				
	Mds.	S.	C.	K.		Mds.	S.	C.	K.	Mds.	S.	C.	K.	
Opium received from Malkhana as per account No. 4.					Opium expended in making cakes of 75° consistence and over at 1 s. 7½ ch. per cake.									
					Opium expended in making cakes of under 75° consistence ...									
Lewa received from Lewakhana as per account No. 7.					Broken pieces of pots, etc.									
					Loss on account of adhesion, etc.									
After deducting quantity received as unexpended.					Dryage in alligation and caking vats									
					Lewa expended in manufacturing cakes									
Total ...					Total ...									

Signature of Officer in charge. }

No. 6.—Manufacture and Packing of Provision Cakes.

Cakes Manufactured.						Cakes Packed.					Remarks.
Details.	Under 75°.	At 75°.	Over 75°.	Total.	Caking consistence of the day.		Under 75°.	At 75°.	Over 75°.	Total.	
						Balance ...					
reviously manufactured ...						Cakes of season 19 -19 ...					
						Ditto 19 -19 ...					
						Ditto 19 -19 ...					
						Total ...					
						Number packed ...					
						Cakes of season 19 -19 ...					
Manufactured this day ...						Ditto 19 -19 ...					
						Ditto 19 -19 ...					
						Total ...					
						Balance ...					
						Cakes of season 19 -19 ...					
						Ditto 19 -19 ..					
Total ...						Ditto 19 -19 ...					
						Total ...					

Signature of Officer in charge.

No. 5.—OPIUM RECEIVED AND EXPENDED IN THE MANUFACTURE OF PROVISION CAKES.

Receipt.				Expenditure.									Remarks.
Details.	Gross opium.			Details.	Gross opium.			Total.					
	M.	S.	C.		M.	S.	C.	M.	S.	C.			
Opium received from malkhana as per account No. 4				Opium expended in making cakes of 75° consistence and over at 1 seer 7½ chitaks per cake									
Lewa received from lewakhana as per account No. 7.				Ditto ditto under 75°									
				Broken pieces of pots found in the opium exported ...									
				Loss on account of adhesion, &c.									
				Dryage in alligation and caking vats									
				Lewa expended in manufacturing cakes									
Total ...				Total ..									

Signature of Officer in charge.

No. 6.—MANUFACTURE AND PACKING OF PROVISION CAKES.

Cakes manufactured.						Cakes packed					Remarks.
Details	Under 75°	At 75°.	Over 75°.	Total.	Caking consistence.		Under 75°.	At 75°.	Over 75°.	Total.	
Previously manufactured						**Balance.**					
						Cakes of season .. 18 -18					
Manufactured this day .						Ditto ... 18 18					
						Ditto . 18 -18					
						Total ..					
						Number packed.					
						Cakes of season 18 -18					
						Ditto ... 18 -18					
						Ditto 18 -18					
						Total .					
						Balance.					
						Cakes of season ... 18 -18					
						Ditto .. 18 -18					
						Ditto . 18 -18					
. Total ..						Total ...					

Signature of Officer in charge.

No. 7.—MANUFACTURE AND EXPENDITURE OF LEWA.

Opium, &c., received and manufactured into lewa.										Expenditure of lewa.										Remarks.
Details.	Gross.			75°			51°			Details.	Gross.			75°			51°			
	M.	S.	C.	M.	S.	C.	M.	S.	C.		M.	S.	C.	M.	S.	C.	M.	S.	C.	
Balance										Issued for manufacture of cakes										
Received from malkhana ...										Issued for sattai and repair of cakes										
Opium from baskets ..										Issued for petty repair of cakes										
Scrapings																				
District khoorchan										Total ...										
Contraband opium																				
Pussewa										Balance										
Dhoi (thick)																				
Do. (thin)																				
Kuffa																				
Total ...										Total ...										

Signature of Officer in charge.

No. 8.—RECEIPT AND EXPENDITURE OF PUSSEWA AND DHOI.

Receipt.										Expenditure.										Remarks.
Details.	Gross.			Pussewa 51°.			Dhoi 51°.			Details.	Gross.			Pussewa 51°.			Dhoi 50°.			
	M.	S.	C.	M.	S.	C.	M.	S.	C		M.	S.	C.	M.	S.	C.	M.	S.	C.	
Balance										Issued for manufacture of lewa										
Pussewa received										Pussewa										
Dhoi (thick)										Dhoi (thick)										
Do. (thin)										Do. (thin)										
										Total ..										
										Balance										
Total ...										Total ...										

Signature of Officer in charge.

No. 7.—MANUFACTURE AND EXPENDITURE OF LEWA.

Opium, &c. received and manufactured into lewa.	Gross.			75°			51°		
Details.	M.	S.	C.	M.	S.	C.	M.	S.	C.
Balance									
Received from malkhana ...									
Opium from baskets ...									
Scrapings									
District khurchan									
Contraband opium									
Pussewa									
Dhoi (thick)									
Do. (thin)									
Kuffa									
Total ...									

Expenditure of lewa.	Gross.			75°			51°		
Details.	M.	S.	C.	M.	S.	C.	M.	S.	C.
Issued for manufacture of cakes									
Issued for sattai and repair of cakes									
Issued for petty repairs of cakes									
Total ..									
Balance									
Total ...									

Signature of officer in charge.

No. 8.—RECEIPT AND EXPENDITURE OF PUSSEWA AND DHOI.

Receipts.	Gross.			Pussewa 51°.			Dhoi 51°.		
Details.	M.	S.	C.	M.	S.	C.	M.	S.	C.
Balance									
Pussewa received									
Dhoi (thick)									
Do. (thin)									
Total ...									

Expenditure.	Gross.			Pussewa 51°.			Dhoi 51°.		
Details.	M.	S.	C.	M.	S.	C.	M.	S.	C.
Issued for manufacture of lewa									
Pussewa									
Dhoi (thick)									
Do. (thin)									
Total ...									
Balance									
Total ...									

Signature of officer in charge.

No. 9.—ABKARI OPIUM.

Unmanufactured Opium.							Manufactured Opium.				
Details.	Gross.			At 90° consistence.			Details.	Chests.		At 90°.	
	M.	S.	C.	M.	S.	C.		Chests.	Cakes.	M.	S.
Receipt.											
Balance in stock							Balance in stock				
From malkhana .. .											
Contraband opium							Received into store from unmanufactured account				
Total ...											
Expenditure.							Total ..				
Manufactured, packed and stored...											
For potsherds											
For scrapings and dhoi											
For adhesion and turn of scale ...							Issued as per stock register				
Total .											
Balance in stock							Balance in stock				

Signature of officer in charge.

No. 10.—CONTRABAND OPIUM

Balance.			Received.			Total.			Issued for— Abkari.			Lewa.			Ghazipore.			Destruction as useless.			Total.			Balance		
M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.

Signature of officer in charge.

No. 9.—Abkari Opium.

Unmanufactured Opium.									Manufactured Opium.							Remarks.
Details.	Gross.				At 90° consistence.				Details.	Chests.		At 90° consistence.				
	Mds	s.	c.	k.	Mds.	s.	c.	k.		Chests.	Cakes.	Mds.	s.	c.	k.	
Receipt ... Balance in stock									Balance in stock							
Receipt ... From Malkhana																
Receipt ... Contraband opium																
Total ...									Received into store from unmanufactured account.							
Expenditure ... Manufactured, packed and stored.																
Expenditure ... For potsherds									Total ...							
Expenditure ... For scrapings and dhoi ...																
Expenditure ... For adhesion and turn of scale.									Issued as per stock register ...							
Total ...																
Balance in stock ...									Balance in stock ...							

Signature of Officer in charge.

No. 10.—Contraband Opium.

Balance.				Received.				Total.				Issued for																Balance.				Remarks.
												Abkari.				Lewa.				Ghazipur.				Destruction as useless.				Total.				
Mds.	s.	c.	k.	Mds.	s.	c.	k.	Mds.	s.	c.	k.	Mds.	s.	c.	k.	Mds.	s.	c.	k.	Mds.	s.	c.	k.	Mds.	s.	c.	k.	Mds.	s.	c.	k.	

Signature of Officer in charge.

No. 11.—Opium held in deposit in the Laboratory.

Details.	Quantity.	Remarks.
Opening balance		
Received		
Total ...		
Issued to Malkhana		
Do. to Abkari Department		
Do. to Lewakhana		
Total ...		
Balance in stock ...		

Signature of Officer in charge.

No. 9.—ABKARI OPIUM.

Unmanufactured Opium.							Manufactured Opium.						Remarks.
Details.	Gross.			At 90° consistence.			Details.	Chests.		At 90°.			
	M.	S.	C.	M.	S.	C.		Chests.	Cakes.	M.	S.		
Receipt.							Balance in stock						
Balance in stock													
From malkhana							Received into store from unmanufactured account						
Contraband opium													
Total ..							Total ...						
Expenditure.													
Manufactured, packed and stored ..													
For potsherds							Issued as per Stock Register ...						
For scrapings and dhoi													
For adhesion and turn of scale ...													
Total ...							Balance in stock						
Balance in stock													

Signature of Officer in charge.

No. 10.—CONTRABAND OPIUM.

Balance.			Received.			Total.			Issued for— Abkari.			Lewa.			Ghazipur.			Destruction as useless.			Total.			Balance			Remarks.
M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	M.	S.	C.	

Signature of Officer in charge.

No. 11.—MEDICAL OPIUM CAKES.

Unmanufactured Opium.							Manufactured Opium.				Remarks.
Details.	Gross.			At 90°.			Details.	At 90°.			
	M.	S.	C.	lbs.	oz.	dr.		lbs.	oz.	dr.	
Receipt.											
Balance in stock							Balance in stock				
From Malkhana							Received from unmanufactured account ...				
Total ...							Total ...				
Expenditure.											
Manufactured and stored							Issued as per Stock Register				
For potsherds											
„ adhesion and turn of scale											
Total ...											
Balance in stock							Balance in stock				

No. 11.—MEDICAL OPIUM CAKES.

Unmanufactured Opium.							Manufactured Opium.			
Details.	Gross.			At 90°.			Details.	At 90.°		
	M.	S.	C.	M.	S.	C.		M.	S.	C.
Receipt.										
Balance in stock							Balance in stock			
From Malkhana							Received from unmanufactured account			
Total ..							Total			
Expenditure.										
Manufactured and stored							Issued as per stock register			
For potsherds										
„ adhesion and turn of scale										
Total ...										
Balance in stock							Balance in stock			

No. 12.—POWDERED OPIUM.

Unmanufactured Opium.							Manufactured Opium.			
Details.	Gross.			At 100°.			Details.	At 100°.		
	M.	S.	C.	M.	S.	C.		M.	S.	C.
Receipt.										
Balance in stock							Balance in stock			
From Malkhana										
,, elsewhere							Received from manufactured account			
Total ...							Total ...			
Expenditure.										
Manufactured and stored							Issued as per stock register			
For potsherds										
,, adhesion and turn of scale										
Total ...										
Balance in stock							Balance in stock			

Signature of officer in charge, Nos. 11 *and* 12.

No. 12.—POWDERED OPIUM.

Unmanufactured Opium.							Manufactured Opium.				Remarks.
Details.	Gross.			At 100°.			Details.	At 100°.			
	M.	S.	C.	lbs.	OZ.	DR.		lbs.	OZ.	DR.	
Receipt.											
Balance in stock							Balance in stock				
From Malkhana											
,, elsewhere							Received from unmanufactured account ...				
Total ...							Total ...				
Expenditure.											
Manufactured and stored							Issued as per Stock Register				
For potsherds											
,, adhesion and turn of scale											
Total ...											
Balance in stock							Balance in stock				

Signature of Officer in charge, Nos. 11 *and* 12.

No. 13.—LEAF.

Details.	Quantity.			Remarks.
	M.	S.	C.	
Balance in stock				
Receipt as per Stock Register				
Total ...				
For making shell of cakes				
„ sattai and repair of cakes				
„ petty repairs of cakes				
Sold by auction as per order No. of				
Wastage				
Deduct total expenditure ..				
Balance in stock ...				

Signature of Officer in charge.

No. 13.—LEAF.

Details.	Quantity.		
	M.	S.	C.
Balance in stock			
Receipt as per stock register			
Total ..			
For making shell of cakes			
,, sattai and repairs of cakes			
,, petty repairs of cakes			
Sold by auction as per order No. of			
Wastage			
Deduct total expenditure ...			
Balance in stock ...			

Signature of officer in charge.

No. 14.—TRASH.

Details.		Uncleaned.		Cleaned.	
		M.	s.	M.	s.
	Balance in stock				
	Received this day				
	Total ..				
Issued for cleaning ...	Cleaned during the day				
	Loss at 36 per cent. in cleaning				
Issued for	Caking				
	Sattai and repairs				
	Rubbing cakes				
	Bedding for cakes				
	Packing				
	Damaged by wet, mildewed, &c., sold by auction				
	Deduct total expenditure ..				
	Balance in stock ..				

Signature of officer in charge.

No. 14 —TRASH.

Details.		Uncleaned.		Cleaned.		Remarks.
		M.	s.	M.	s.	
	Balance in stock					
	Received this day					
	Total ...					
Issued for cleaning ...	Cleaned during the day					
	Loss at 36 per cent. in cleaning					
Issued for	Caking					
	Sattai and repairs					
	Rubbing cakes					
	Bedding for cakes					
	Packing					
	Damaged by wet, mildewed, &c., sold by auction					
	Deduct total expenditure ...					
	Balance in stock ...					

Signature of Officer in charge.

No. 15.—PACKING MATERIALS.

Details.	Bamboo mats.	Nails 3″.			Nails 2½″.			Nails 2″.			Coal pitch.			Common oil.			Poppy oil.			Guzzee cloth.	Twine.			Gunny— Provision, Large pieces.	Gunny— Provision, Small pieces.	Gunny— Abkari, Large pieces.	Gunny— Abkari, Small pieces.	Bamboo paper.
		M.	s.	c.	M.	s.	c.	M.	s.	c.	M.	s.	c.	M.	s.	c.	M.	s.	c.	Yds.	M.	s.	c.					
Balance in store ...																												
Received in store ...																												
Total ...																												
Issued for packing ...																												
Balance in store ...																												

Signature of Store-keeper

No. 15.—PACKING MATERIALS.

Details.		Bamboo mats.	Nails 3."	Nails 2½."	Coal pitch.	Common oil.	Gazzi cloth.	Gunny sets. Provision.	Gunny sets. Abkari.	Twine.	Nepal paper.	Poppy oil.	Nails.	
Balance in store														
Received into store														
Total ...														
Issued for packing ...														
Balance in store ...														

Signature of Store-keeper.

No. 16.—CUPS.

Details.	Number of cups.	
Balance in store		
Received		
Total ...		
Issued ... ... For caking room		
Issued ... ... „ caking godown		
Issued ... ... „ broken cups thrown away		
Deduct total expenditure ...		
Balance in stock ...		

Signature of officer in charge.

All accounts have been examined by me and found correct.

BIHAR OPIUM AGENCY,
SADAR FACTORY,
The 189 .

Head Clerk. *Factory Superintendent.*

No. 16.—CUPS.

Details.		Number of cups.	Remarks.
	Balance in store		
	Received		
	Total ...		
Issued	For caking room		
	„ cake godown		
	Broken cups thrown away		
	Deduct total expenditure ...		
	Balance in stock ...		

Signature of Officer in charge.

All accounts have been examined by me and found correct.

Bihar Opium Agency,
Sadar Factory,
Patna, 189 .

Head Clerk.

Factory Superintendent.
22-12-92.

E. D'S.—Reg. No. 5649J—56—7-2-93

APPENDIX D.

A.

ORIGINAL.

District

No. , dated

To

THE OPIUM EXAMINER,

PATNA.

FORWARDS contraband opium declared by the Civil Surgeon to be fit for use.

Weight of parcel

Weight of contents

Number of seals

Signature.

To be used by the Magistrate for record.

B.

DUPLICATE.

District

No. dated

To

THE OPIUM EXAMINER,

PATNA.

FORWARDS contraband opium declared by the Civil Surgeon to be fit for use.

Weight of parcel

Weight of contents

Number of seals on parcel

Seal.

Signature.

To be sent in separate cover by post to the Opium Examiner, Patna.

C.

On Her Majesty's Service.

District

No. , dated

By parcel post registered

To

THE OPIUM EXAMINER,

PATNA.

Collector.

To be applied to the parcel which should be postpaid, registered, and franked. "On Her Majesty's service."

APPENDIX E.

ADULTERATIONS OF OPIUM AND THEIR DETECTION.

BEFORE dealing with the impurities of opium and the tests employed for detecting them, it will be necessary here to describe concisely the characteristics of pure opium and pasewa.

Pure opium.

Opium is a plastic, viscid, more or less solid mass of a brownish colour, varying in shade from fawn to dark mahogany. It adheres to the fingers, and draws out to a moderate extent, breaking with a short ragged fracture. When rubbed into a thin film between two slips of glass or on a white plate, the colour is a chestnut brown of more or less intensity. Its texture appears granular unless it has been over manipulated or contains in its composition an excess of pasewa. When rubbed down on an even surface it presents a perfectly smooth and homogeneous appearance. The aroma of opium is peculiar and characteristic. In well prepared fresh drug the aroma is decidedly fruity, but it varies with age, and even with the soil and climate in which it is grown.

Its taste is bitter. When manipulated under water, the drug adheres moderately to the fingers at first, curdy flakes soon subside, leaving the supernatant liquor of a brownish yellow colour varying in shade in proportion to the amount of opium in a given quantity of water.

Tests for opium.

If to a portion of this clear fluid a few drops of a solution of diacetate of lead be added, a dirty grey precipitate nearly equal in bulk to the amount of fluid is produced consisting of resin, colouring matter and meconate of lead.

Ammonia throws down a similar and almost equally abundant precipitate, composed of resin and the alkaloids, which on exposure to the air speedily assumes a black colour. If a few drops of strong sulphuric acid are added, the whole will immediately redissolve, changing the liquid into a beautiful transparent ruby red colour.

Tincture of iodine causes a brick red precipitate which redissolves after a time; this is formed of compounds of iodine with narcotine and codeia. Ferric chloride strikes a deep cherry red colour forming a soluble meconate of iron.

Pure opium under the microscope.

A small portion thinly spread on a glass slip and examined by transmitted light with a magnifying power of 200 diameters should present a homogeneous appearance interrupted only by the presence of prismatic crystals.

Abnormal appearance of pure opium.

A frequently recurring case, wherein good opium presents an abnormal appearance, is that of opium through which light coloured roundish particles the size of fig seeds are scattered. If a small portion of this seed-like matter be picked out, pressed between two slips of glass and examined by transmitted light, it will appear as a flattened creamy opalescent mass surrounded by any opium which may have been taken up with it; if it be now placed under a magnifying power of 200 diameters, the creamy mass will be seen to be made up of a multitude of needle-like crystals. These seed-like bodies have all the appearance of an adulteration, but if they present the above physical characteristics and strike a deep cherry red colour with chloride of iron, the opium may, so far as they are concerned, be taken as pure.

Pasewa.

Pasewa is a black looking shining viscid liquid, resembling tar, of strong opiate smell and acrid taste. It is formed under peculiar atmospheric conditions and is collected in combination with opium, from which it can be separated by carefully manipulating and draining the drug; in fact the slight fermentative process which opium undergoes after collection, of itself assists in this separation by the pasewa being forced into thin streams and pools about the vessels in which it is stored. All that is needed is to direct and attract these streams of pasewa away from the opium. It happens either from ignorance of the mode of treating the raw drug or from carelessness or design, that the pasewa is frequently left with the opium

and in the process of preparing the drug for weighments, the opium and the pasewa are intimately mixed together. Opium so treated loses in value from a departmental standard, that containing much pasewa is generally dirty (from the adhesive qualities of the pasewa, dust and impurities adhere to its surface, and get mixed up in it), and the pasewa serves besides as a very convenient cover for adulterations.

Deteriorated and adulterated opium.

Opium that falls short of the standard of purity required by the Department may be conveniently classified as deteriorated opium and adulterated opium.

Deteriorated opium requires experience, but no chemical tests for its detection.

It is of four kinds:—

(*i*) Opium with an abnormal admixture of pasewa.
(*ii*) Opium mixed with water.
(*iii*) Opium deprived of some of its valuable constituents by washing.
(*iv*) Opium mixed with the washings of vessels used for its storage.

Deterioration by admixture with pasewa.

Opium with an abnormal admixture of pasewa is known as "pasewa amez." As a matter of fact a large percentage of the opium of both Agencies, and particularly of the Benares Agency, contains a certain small proportion of pasewa, which it has not been found possible to separate. And as it is not possible by any mechanical means to gauge the percentage of pasewa present in any given sample of the drug, no hard-and-fast rule can be laid down for the classifying of "pasewa amez," which is left therefore to the experience and discrimination of the classifying officer. As a rule, opium which has its grain intact, and retains its characteristic colour ranging from a chestnut to a dark mahogany (other conditions of purity being favourable), may safely be accepted as good, even though it show streaks or small pools of pasewa on the edges or in the centre of the mass; on the other hand, when by intimate mixing the granular texture of the drug has been destroyed, its dull wax-like appearance changed to one more or less smooth and shining, where it has become glutinous, and its colour appears more or less black, then there exist all the appearances of a large percentage of pasewa, and the drug is considered to have deteriorated from the departmental standard.

Deterioration by admixure with water.

Opium is sometimes found with an admixture of water. This may be intentional with a view to increase weight, or it may be due to accident or ignorance at the time of collection under heavy dew or rain. The effect of adding water to opium frequently, or to any great extent, is the destruction of its natural colour and grain giving it a pasty glutinous appearance, and after some time a peculiar dark colour and acescent flavour; when large quantities in this state are kept shut up in close vessels, fermentation generally ensues and the drug undergoes material change for the worse, seldom yielding the full proportion of narcotic principle which it should possess.

Deterioration by washing.

Opium is sometimes to a small extent accidentally deteriorated by washing when rain falls during the collection of the drug. More often, however, it is washed with the intention of obtaining a partial solution of the valuable alkaloids and other soluble matters, which by subsequent drying forms a valuable extract possessing powerful narcotic properties, while the residue is inspissated to the usual degree of consistence and delivered as genuine. Such opium will be found to consist mostly of resin and caoutchouc; it will not easily rub down on a plate, and in bad cases will not rub down at all; it will resemble soft india-rubber when pulled out, the natural colour of the opium will be partly destroyed, and the aroma will be foreign and acescent. When opium is suspected of having been tampered with in this manner, a small portion may be carefully squeezed in cold water between the fingers, when it will be seen to impart a very trifling colour to the water; and the marc will be seen to consist of a tough insoluble mass made up mostly of caoutchouc and resin.

This is a common cause of deterioration, and is due largely to ignorance. In order to avoid losing even the smallest part of his produce, an ignorant cultivator will wash the plates that he has used for preparing the drug before delivery to Government. These washings, which contain a large percentage of dust and the scrapings of the earthenware pot, are evaporated, and then intimately mixed with the opium. Such a deterioration is easily detected as the washings will not amalgamate with the drug, and can be seen in small dark lumps or grains scattered about the parcel. These have only to be picked out and examined between two glass slips or rubbed on a white plate to disclose their true character.

Deterioration by incorporation of evaporated washings.

Adulterated, as distinguished from deteriorated, opium, is opium with which has been amalgamated a foreign substance. Such opium is generally distinguishable by its departure from some of the known characteristics of pure opium with regard to fracture, grain, ductility, smell or taste. In most cases an impurity is apparent by its own peculiar characteristics, but often it is necessary to ascertain the exact nature of the adulterant by chemical tests.

Adulterated opium.

Before proceeding further, it is necessary to explain that the examination of impure opium for departmental purposes must be conducted by a series of tests calculated to reveal directly the presence of specific foreign substances and not by a chemical analysis. A chemical analysis is an expensive process, requiring great care and nicety for its correct performance and demands some days for its completion; moreover chemical analysis reveals adulterations indirectly, as a specimen which on chemical analysis appears to be adulterated only to an inconsiderable extent, may yet contain substances of such a nature as to render it wholly unfit for departmental use.

Adulterations ascertained by chemical tests and not by analysis.

The substances usually employed for adulterating opium are:—

The common adulterations of opium.

(*a*) Those of a soluble nature which are found to be in such intimate admixture that they can, as a rule, only be chemically separated. Under this head there are:—

(*i*) Vegetable matter containing gum and mucilage.
(*ii*) Vegetable astringent extracts such as catechu, &c.
(*iii*) The juice of the several "milk" yielding trees.
(*iv*) Saccharine matter such as treacle, raw sugar, &c.
(*v*) Other foreign vegetable extracts.

(*b*) Those of an insoluble character which are for the most part separable by physical analysis, though a chemical test is mainly relied on in the case of the first-named. Under this division come:—

(*i*) Farinaceous substances such as flour, soojee, suttoo and the like; as well as the ground up pulp of the potato, yam, &c.
(*ii*) Poppy seeds and petals and other green vegetable substances and pounded tobacco leaf.
(*iii*) Vegetable oils and ghee.
(*iv*) Charcoal, soot, earthy matter, brick dust, sajji-matti, and other such insoluble substances.

The following method is the one employed for examining a sample of opium suspected to be impure. About an ounce* of the suspected drug should be taken and placed in a copper saucepan and to this about three fluid ounces (by measure) of distilled, condensed or rain water should be added; the saucepan should then be placed on a charcoal fire, and the contents stirred constantly with a glass rod until the whole of the drug has been thoroughly broken up, and the mixture boils. After ebullition has continued for three or four minutes, the

Method of examining opium.

* Half this quantity would be found sufficient in the districts where an elaborate examination is not generally considered necessary.

saucepan should be removed, and the contents at once slowly poured into a filter paper, placed in a funnel leading into a glass beaker.

Attention should now be directed to—

(*a*) any residue that may be left in the saucepan;
(*b*) the rate of filtration of the decoction;
(*c*) the colour of the filtrate;
(*d*) the chemical reaction of the filtrate;
(*e*) the residue left on the filter paper.

Information derivable from residue in saucepan.

If the specimen contains any insoluble impurities of greater specific gravity than opium, such as sand, heavy mud, chips of pots, &c., these will be left as a residue in the saucepan. When very fine and light mud has been employed, a portion of it only may remain behind, and the remainder will run off along with the rest of the contents of the saucepan.

Information derivable from the rate of filtration.

The rapidity with which the fluid portion runs through the filter will afford characters by which we can recognize certain adulterations. If the opium be good and well prepared, and the filter be of ordinary thickness, the fluid will run through rapidly and completely; if it contain much pasewa, it will not filter so rapidly, especially the last portion of fluid. If the opium contain much gum, filtration will likewise be slow, and if it contain farinaceous matter, it will be still slower; in fact, if it contain flour, soojee or ground gram (all frequent articles of adulteration) in any considerable quantity, not a drop of fluid will pass through the filter, and the whole will form a tremulous paste on the filter, from which no fluid will separate. The admixture of about one-seventh of its weight of flour with opium will render filtration impossible.

Information derivable from the colour of the filtrate.

When good opium is treated in the manner described above, the filtrate should be of the deepest mahogany brown colour; in fact, precisely similar to an ordinary infusion of coffee. If the drug contain much pasewa, this will impart a deeper shade to the solution; and if, on the other hand, the opium be the produce of high land which has been recently brought under poppy cultivation, the solution will be several shades lighter, corresponding with the lighter colour of such drug. Deviation from the above colour will denote adulterations. A filtrate of a brick red colour may lead to the detection of a substance containing tannin by the help of the proper test, or again a rose coloured filtrate may be due to the presence of some vegetable colouring matter the precise nature of which it will be difficult to ascertain by chemical tests.

Information derivable from the chemical reaction of the filtrate.

The examination of the filtrate should next be proceeded with by the various tests.

Starch.

The starch test should be first applied in the following manner:—

Pour a few drops of the filtrate on a white earthen-ware plate, and spread it out with the finger or a glass rod into a thin film, then take up with a pipette some of the iodine* solution from the expense bottle, and allow 2 or 3 drops to

* The iodine test solution used is that known in the Department as "Sheppard's solution." It is prepared by dissolving about 5 grains of potassic iodide in about 4 fluid ounces of distilled water and then adding to it about one grain of the crystal of iodine. This solution will have the colour of pale sherry and will possess the advantage over an ordinary solution of iodine and water in not readily parting with its iodine when the weather becomes warm. When, however, the bottle containing the solution is subjected to extreme heat by being taken into the sun, as it frequently happens in district parakhing, the iodine, even in this solution, will volatilize and the solution become gradually colourless. To guard against this, district officers should always keep a stock bottle and an expense bottle, the latter being replenished every second or third day from the stock bottle.

It should be pointed out here that it is not the potassic iodide but the iodine in the solution which gives the characteristic reaction with starch, the potassic iodide being present merely to give stability to the iodine in the solution. If, however, the solution has by careless exposure to the sun parted with its iodine and become colourless and a fresh supply is not obtainable, it can still be used, provided always dilute nitric acid be used with it, as explained in the text, so as to break up chemically the iodide of potassium in the solution and thus to set free the iodine contained in it.

fall from the pipette on the filtrate spread out on the plate. The proper reaction from good opium will be an orange coloured precipitate.

If the reagent produces a blue or a green colour, it indicates that some substance containing starch is present; when the colour is green it indicates a feeble adulteration; when it is blue a stronger one. If the test gives a faint purple or greenish tinge round the edge, where the iodine solution has dropped, or if the reaction, though not green or blue, is somewhat suspicious in appearance, and it is necessary that the presence or absence of starch should be placed beyond a doubt, then drop with another pipette 2 or 3 drops of dilute nitric acid on the solution on the plate. The nitric acid will have the effect of breaking up the iodide of potassum contained in the reagent used, and if there is any starch in the filtrate under examination, the liberated iodine will at once combine with it, forming an iodate of starch, and placing its presence beyond a doubt by the blue or green colour produced. This is a very delicate test and will reveal the presence of small quantities of starch where free iodine alone in solution has failed to reveal it.

This test embraces a very wide range of adulterating substances, namely, all articles containing starch and including flour, soojee, sago, arrowroot, rice, potatoes, yam, gram and a great variety of seeds and roots. If the specimen chance to be very largely adulterated with starchy matter, and no fluid will pass through the filter, the test described above should be applied to a small portion of the pasty matter in the filter taken out with the end of a glass rod.

It may happen in rare instances that with every indication of the presence of starchy matter, by the refusal of the decoction to filter and the proved absence of gum, the iodine test will not give the characteristic reaction. In such cases it must be presumed that the starch has been subjected to the long continued action of heat and has been altered to dextrine and sugar, in which condition the iodine test would fail. In such cases the microscope should be used, and it will be found to reveal the existence of starch cells in the specimen under examination.

Gum.

If gum be suspected in a parcel of opium, take a test tube and fill it half full of rectified spirits of wine, then drop into it a few drops of the filtrate under examination. If gum be present there will be a more or less copious white flakey or lumpy precipitate which will gradually subside into a white mass at the bottom of the tube. This test requires to be used with considerable precaution, and to avoid arriving at false conclusions the decoction should not be boiled longer than has been recommended above, as opium contains naturally a portion of gum which can only be separated by spirits of wine by boiling down the decoction to a small bulk. In certain cases, however, moderate precipitates of gum are occasioned when adulteration certainly does not exist, owing to the proportions of the several constituents of opium in different samples varying according to peculiarities of soil, season, &c. This slight reaction is also common when a large quantity of pasewa is present in the drug though it has also been noticed in the light coloured variety. Should such slight precipitate appear, it is not to be assumed at once that gummy or mucilaginous adulteration is present. Gum cannot be incorporated with opium without prolonged trituration, in which case the grain and texture of the drug are entirely lost, and the opium draws out like stiff mucilage. If therefore the texture be unbroken and the other physical characteristics of the drug be good, a slight precipitate on the addition of the filtrate to alcohol may be disregarded.

This test will reveal the presence of a large number of adulterants such as:—

Gum arabic from the mimosa arabica.

Gum resin or "lassa" from the Ficus indica, Ficus religiosa, Ficus racemosa and the Ficus venosa; the pulp of the bael fruit (Aegle marmelos), tamarind pulp (Tamarindus indica); and various other substances such as linseed, babool gum, the juice of the prickly pear, &c.

Adulterants containing Tannin.

If the sample of opium under examination is suspected of being adulterated with any substances containing tannic acid, the test usually applied is a solution of isinglass. Fill a glass test tube half full of the solution, freshly prepared, and allow a few drops of the filtered decoction of opium to fall into it. If tannic acid is present a pinkish grey precipitate will make its appearance. This test can be confirmed by treating a few drops of the opium filtrate with a solution of the sulphate of iron on a white plate. The action of the sulphate on the tannic acid will cause a black colour which will be persistent. If the filtrate from good opium be treated with the same solution of iron, only a temporary blackness will be produced, passing through shades of brown to red, caused by the formation of meconate of iron. The substances that would be revealed by this test are catechu (Acacia catechu); gab fruit (Embryopteris glutinifera); the betel-nut (Areca catechu); and the various extracts from gal nuts, the pomegranate, &c.

Raw cane sugar and treacle.

These may be mixed with opium in considerable quantities without materially altering its appearance; in fact, with the effect of improving its colour when this is dark from admixture of pasewa. The practised examiner, however, will soon detect the presence of these substances by their smell and their peculiar adhesiveness to the fingers. When they are suspected, a safe test to be applied is the copper test (Fehling's solution* is the form used at the factory).

To use it in testing for cane sugar and its derivatives in opium, add to a small quantity, say two teaspoonsful of the filtered decoction of opium in a test tube, 2 or 3 drops of dilute sulphuric acid, and boil for a few minutes; then add excess of sodic hydrate and then the sugar test. If sugar be present there will be a yellow, orange or red precipitate of cuprous oxide.

A simple method of ascertaining the presence of saccharine adulteration is to dry a portion of the suspected opium upon a plate placed upon a little sand over the top of an iron stove. As the desiccation of the specimen proceeds the smell emitted by heated sugar will be observable, and the residue instead of presenting the usual appearance of a yellowish brown powder will remain dark and sticky, and at last will fry into hard bake.

Information derivable from the marc.

Having completed the above tests of the filtrate under examination, attention should next be turned to the marc upon the filter which will contain any impurities not soluble in water which may chance to be in the drug; and for the purposes of examination the contents of the filter should be emptied out on a white plate. In pure and well-prepared opium the marc, which is made up of the caoutchouc and resinous constituents of the drug, forms a bulky soft marc of granular texture; when much pasewa is present, the marc will be diminished in bulk, and it will also lose to a certain extent its loose granular character, and will become more compact and viscid. The colour of fresh marc under ordinary circumstances is a dull yellow. In the case of opium from new and high land, the colour is a bright gamboge yellow, and in drug of an opposite character, and containing much pasewa the colour is a dark brownish yellow inclining to brown.

In cases of deterioration or adulteration, the colour of the marc may vary from the above through all the different shades of brown to black. If the specimen contain much farinaceous matter, the granular character of the marc will be lost; its bulk will be much increased, and it will form a homogeneous mass of precisely the same character and texture as paste made from flour. This character of the marc joined to imperfect or totally suspended filtration, and the blue reaction with the iodine solution will form an accumulation of evidence rendering the detection of farinaceous adulteration easy and certain above almost every other.

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* Dissolve 34·64 grains pure crystallized cupric sulphate, dried between filter papers, in about 200 c. c. distilled water. Dissolve 173 grains crystallized sodic potassic tartrate in 480 c. c. of solution of sodic hydrate of sp. gr. 1·14.

Add the former solution to the latter and make up to 1,000 c. c. The solution must be kept in a well-stoppered bottle and in the dark.

The next step is to add cold water gradually to the marc, and to break it up completely by means of a spatula, examining it carefully at the same time either by the naked eye, or still better by the aid of a common pocket lens.

Normal character of marc and water.

In pure and well-prepared opium, the marc should diffuse completely and equally through the fluid in the form of light curdy flakes; and when the mixture is decanted quickly, after being briskly stirred, the whole should run off without leaving any sediment in the plate. If the drug contain much pasewa, this flakey or curdy appearance of the marc will be diminished, and the flakes will be small and dark-coloured. When water is first added to the marc under these circumstances, it may have the appearance of containing mud, but as the mixture is stirred, the whole marc will become equally diffused and suspended in the fluid in small curdy flakes, and on decanting the mixture briskly, no sediment will remain.

If any powdery sediment be observed in the above manipulation, it would probably denote adulteration. Sometimes the marc appears extremely bulky, and is filled with air bubbles, causing it to float in masses on the surface of the water. This results from fermentation either caused by the crude juice having been confined in close vessels without inspissation or by water having been mixed with it.

Abnormal character of marc and water.

By the careful examination of this mixture of marc and water, a very large class of adulterating substances will be revealed. When poppy petals or tobacco leaves have been pounded up with the drug, portions which have escaped destruction will be found floating in the liquid; fragments of poppy capsules, of stems of leaves, and of flowers of plants, seeds of various descriptions, fragments of charcoal, soot, mud, earth, brick dust, and all other insoluble impurities will be readily revealed, the lighter ones being observed floating in the water, as it is poured off along with the diffused marc, the more ponderous ones remaining in the plate as a sediment after decantation. If the specimen under examination contain oil of any description or ghee, these substances will be observed floating on the surface of the liquid in which the marc has been diffused, with small particles of this latter entangled with them.

Impurities revealed by a mixture of marc and water.

There are certain adulterations which, from their peculiarly pungent and penetrating smell, reveal their presence on the most cursory examination. The peculiarly offensive odour of opium adulterated with impure carbonate of soda (sajji matte) is unmistakeable. Tobacco, which is not an unfrequent article of adulteration, can generally be detected by its powerful smell alone. The smell of ghee and of most of the Indian oils is so powerful, that it is usually sufficient of itself to reveal the presence of those substances. Confirmatory evidence, however, in such cases should be obtained by drying a small portion of the specimen on a plate in the manner followed in assaying opium. If either ghee or oil be present, the residue instead of appearing as a dry powder of a yellowish brown colour, will be oily or greasy and more or less black, and it will not be possible to dry it to the state of powder.

Impurities distinguished by their own special characteristics.

There is an extensive class of adulterants composed of extracts and the inspissated juice of various plants such as the prickly pear (Opuntia vulgaris); the datura (Datura ferox); the hemp (Cannabis indica); the madow (Calatropis gigantea); the tobacco (Nicotiana tabacum), which will not be detected by the ordinary chemical tests. Most of these substances, when they do not reveal themselves by their odour, so effectually destroy the characteristic appearance of opium when thoroughly incorporated with it that to an experienced examiner their presence will be self-evident. In dealing therefore with opium delivered by cultivators the most careful scrutiny of the texture, colour and aroma of the parcel under examination is imperatively called for as a safeguard against fraudulent deliveries of adulterated drug.

Impurities which cannot be revealed by chemical tests.

INDEX.

Subject.	Chapter.	Rule.	Appendix.	Page.
A				
ABKARI—				
Disposal of contraband opium for—or lewa ...	XX	391	...	93
Export of opium for—	XVIII	369	...	88
ABKARI ASSISTANT—				
Examination of opium by—	XVIII	381	...	90
Precautions to be taken by—against the accumulation of inflammable materials, chips, rags damped with oil, &c.	,,	381	...	90
Responsible for care of opium and its manufacture into abkari opium	,,	369	...	88
ABKARI CHESTS—				
Issue of—	,,	378	...	90
Manufacture of—from seasoned planks	XXV	463	...	110
ABKARI DEPARTMENT—Officer in charge of—to muster his own establishment	III	40	..	7
ABKARI OPIUM—				
Annual indent for —	XVIII	367	...	88
Assay of samples of—how conducted	,,	371-372	...	89
Caking of	,,	373	...	89
Consistence at which—is manufactured ...	,,	368	...	88
Definition of—	,,	366	...	88
Storage and issue of opium for manufacture into—	,,	369	...	88
Foreign substances found in—how treated ...	,,	370	...	88
Inspissation of—	,,	371	...	88
Packing of—. Method adopted for—	,,	374	...	89
Search of—for foreign substances	,,	370	...	88
Submission by Factory Superintendent to Agent of a monthly statement of—supplied	,,	379	...	90
Time allowed for searching of—for foreign substances	,,	370	...	88
Unmanufactured—. Stock-taking of— ...	,,	380	...	90
Washings. Disposal of—during manufacture of—	,,	376	...	90
ACCIDENTS AND BREAKAGES TO MACHINERY—Mode of dealing with—in Chest Department	XXV	466	...	111
ACCOUNTS OF THE CUP DEPARTMENT—To be kept in English by assistant in charge ..	XXIV	433	...	105
ACCOUNTS—Under two heads of dhoi to be kept separate	XII	219	...	48
ADJUSTMENT—Of value of medical opium issued to any Government Medical Stores	XIX	386	...	92
ADMITTANCE—To factory strictly prohibited ...	IV	51	...	9
ADULTERATION—				
Of opium. Instructions for detection of ...	...	...	E	326-332
Of opium. Penalty for—	IX	165	...	35
Of opium. Substances generally used for ...	...	...	E	328
AGE—				
Limit of—of candidates on first appointment to department	I	4	...	1
Of candidates for employment in Chest Department and Saw Mills	XXV	440	...	106

SUBJECT.	Chapter.	Rule.	Appendix.	Page.
AGENT (OPIUM)—				
Dismissal and suspension of subordinates drawing Rs. 10 a month and upwards to be reported to—	I	5	...	1
Submission to—of recommendation for filling vacancies when pay exceeds Rs. 20 ...	"	4	...	1
Inspection of scales and weights before arrival of opium at factory by—	VII	119	...	24
Responsible for efficient working of factory ...	I	1	...	1
Special sanction of—to be obtained for charges of an extraordinary nature	"	8	...	2
ALARM BELL—Ringing of—in the event of a fire in the factory	XXI	402	...	96
ALLIGATION—				
Boards to be hung in alligation room ...	XI	212	...	46
Export of opium for—Procedure for— ...	"	211	...	46
Process of—	"	213	...	46
Process of taking samples of opium for assay before—	"	208	...	45
Quantity of opium of each description to be used for—to be approved by Factory Superintendent	"	210	...	45
ALLOWANCE—Of fireman for fire-brigade	XXI	397	...	96
ANNUAL REPORT - Factory Superintendent's— Date for submission of—	XXVII	493	...	116
APPARATUS FOR CAKING. Issue of—from Store Department	XIV	240	...	55
APPEALS AGAINST—				
Dismissal from Chest Department and Saw Mills. Procedure regarding—	XXV	440	...	106
Submission of—orders of Factory Superintendent	I	6	...	2
Submission of—orders of Factory Superintendent within one month of the order appealed against	"	6	...	"
APPOINTMENT—				
Of a temporary or permanent assistant for duty at Patna Railway Station during despatches	XVII	357	...	85
First—to permanent vacancy subject to probationary period of six months	I	4	...	1
To permanent staff made by Factory Superintendent where pay does not exceed Rs. 20 .	"	4	...	"
To Saw Mills and Chest Department made by Factory Superintendent	XXV	440	...	106
ASSAMIWAR OPIUM—Definition of—	IX	158	...	33
ASSAY—				
Alteration of chalk marks on jars when results of—differ from those of hand parakh ..	VIII	153	...	32
Before 31st March of balance of opium remaining in malkhana	XI	217	...	47
Course to be followed when results of—come out lower than the district parakh or differ from the class assigned at hand parakh by more than two degrees	VIII	152	...	32
Of abkari samples, how conducted	XVIII	371-72	...	89
Of inferior opium	IX	157	...	33
Of samples of lewa	XIII	233-34	...	53
Of samples of opium after completion of process of alligation	XI	214	...	46
Of samples of opium before caking	"	215	...	46-47
Of samples of opium from storing tanks ...	"	209	...	45
Of scrapings of chálán jars	XII	220	...	48
Results of—to be communicated by telegraph to district officer when his classification is markedly incorrect	VIII	153	...	32

SUBJECT.	Chapter.	Rule.	Appendix.	Page.
ASSAY SCALES—Weighment in—of specimens of opium	VIII	150	...	31
ASSAY SLIPS—				
Contents of—	,,	153	...	32
Posting of—to district officer	,,	153	...	32
Preparation of—by Laboratory Assistant ...	,,	153	...	32
ASSISTANT ENGINEER—Duties of the—Saw Mills and Chests Department	XXV	439	...	106
ASSISTANT FACTORY SUPERINTENDENT—				
Allotment of attendance rolls by— ...	III	48	...	8
Appointments to Caking School to be made by—	XIV	280	...	65
Duties of—during packing	XVII	346	...	83
Entrusted with the duties connected with the manufacture and care of the provision opium	XI	200, 208	...	44, 45
Pay bills of all departments to be submitted through and initialled by—	II	23	...	4
Register of cakes packed and balance in factory to be daily written up by—	XVII	352	...	85
Removal certificates to be signed by—and forwarded to Import officer	XI	204	...	44
Responsibility of—regarding all moneys made payable to him	II	31	...	5
Responsible for arrangements for cake-making	XIV	239	...	55
Responsible for observance of rules for sattai	XVI	301	...	71
Responsible for storage of opium in the malkhana	XI	200	...	44
Supervision by—of process of cake-making ...	XIV	251	...	57
Test weighment of jars by—	VII	134	...	27
To superintend all operations for receipt and storage of leaves	V	75	...	13
To write up registers of caking results and export for lewa and abkari	XI	216	...	47
Under the orders of the Factory Superintendent	I	3	...	1
ASSISTANT OPIUM EXAMINER—				
Supervision by—of supply of opium for medical purposes	XIX	383	...	91
To have charge of stock of medical opium ...	,,	384	...	91
ASSISTANT(S)—				
Responsible for all payment of wages	II	27	...	5
Responsibility of—that no deductions made by Sirdars from pay of work-people on account of loans, &c.	,,	35	...	
ATMOSPHERIC HUMIDITY—Observations of—to be taken daily during packing	XVII	327	...	78
ATTENDANCE ROLL(S)—				
Allotment of—by Assistant Factory Superintendent	III	48	...	8
Date for the submission by Assistants of the—of their departments	II	23	...	4
In Hindee to be kept up by sardars	III	43	...	7
Of work-people to be kept in every department	II	17	...	4
To be checked by head-clerk Factory Superintendent's office	,,	24	...	4
AUCTIONS—Of useless articles to be held twice a week	XXV	480	...	113
AUCTION CHAPRASI—Changing of—monthly ...	,,	483	...	114
AUCTION DEPARTMENT—				
Arrangement of articles in—	,,	479	...	113
Record of articles received in—from Chest Department	,,	479	...	113

Subject.	Chapter.	Rule.	Appendix.	Page.
AUCTIONEER—Responsibility of—for collection of sale money	XXV	482	...	114
AUDIT—Manner of—of books in connection with stock of opium, leaves and trash in the several departments of the factory	XXVII	500	...	118-20
B.				
BALANCES—				
Closing—of opium on 31st March to represent the verified stock in hand	,,	499	...	117
Undisbursed—of pay to be lodged with Treasurer	II	28	...	5
BASKETS (EMPTY)—Disposal of—	XI	205	...	44
BHAGA—				
Damping of—of leaves	V	101	...	18
Examination and test weighment of—of leaves	,,	100	...	18
Preparation of—of leaves	,,	99	...	17
Proportion of old and new leaves to be used for each—	,,	95	...	17
Weight of leaf to each—for the construction of the shell of cake	,,	96	...	17
BILLS—For mango-wood chests supplied	XXV	461	...	110
BLACK MOULD—Cakes affected with—Treatment of—	XV	296	...	69
BOOKS AND FORMS—To be kept up in Cup Department	XXIV	433	...	105
BOOKS—				
Audit of—in connection with stock of opium, leaves and trash in the several departments of the factory	XXVII	500	...	118-20
Store—to be kept up in Chest Department and Saw Mill—	XXV	474	...	112
BURGLARY in factory. Alarm for—...	XXII	411	...	99
BURNT OPIUM—				
Infliction of fine for—	IX	174	...	37
Testing of—for starch	,,	173	...	37
C.				
CAKE GODOWN REGISTER—Submission of—for initial of Assistant Factory Superintendent	XV	294	...	69
CAKE-MAKER(S)—				
Apparatus supplied to each—for his work ...	XIV	243	...	55
Enrolment and allotment of—	,,	242	...	55
Muster of—	,,	242	...	55
Outturn. Limit of—	,,	274	...	64
Punishment of—	,,	275	...	64
Repairs of cakes found at sattai to need repair to be entrusted to specially selected— ...	XVI	305	...	72
Tickets for—and artizans	II	15	...	3
Qualification of—	XIV	283	...	66
CAKE-MAKING—				
Apparatus for—to be obtained and returned to Store Department	XIV	240	...	55
Definition of "Serious faults" in—	,,	258	...	60
Operations preliminary to work of actual— ...	,,	260-64	...	60-61
Preparations for—	,,	250	...	57
Process of—to be supervised by Assistant Factory Superintendent	,,	251	...	57
Signal for starting—...	,,	265	...	61

Subject.	Chapter.	Rule.	Appendix.	Page.
CAKE(S)—				
Affected with black mould. Treatment of—	XV	296	...	69
Allowance of lewa for provision—	XIII	235	...	53
Counting and examination of—after the day's manufacture	XIV	278	...	65
Counting of—on morning following manufacture	XV	285	...	67
Daily outturn of—	XIV	273	...	64
Examination and check-weighment of— ..	,,	272	...	63
Examination of—before being returned to the racks...	XV	292	...	68
Examination of—before packing	XVII	331	...	79
Examination of—by Assistant Factory Superintendent	XIV	279	...	65
Faulty—Disposal of—	XVII	331	...	79
Faulty—Fine or punishment for—	XIV	253	...	58
Faulty—Repair of—	XV	287	...	67
For 125 chests to be weighed off daily at each scale	XVII	334	...	80
Grub-eaten—Treatment of—	XV	293,297	...	68,69
Injured by leakage—Treatment of—	,,	298	...	70
Injured otherwise—Treatment of— ...	,,	295	...	69
Manufacture of lower half of shell of—Details of—	XIV	267-269	...	62-63
Manufacture of upper half of shell and completion of—	,,	270-71	...	62-63
Mildewed—Treatment of—	XV	291	...	68
Periodical changing of position of—	,,	292	...	68
Rejected—Entry in godown register of— ...	XVII	352	...	85
Rejected—Repairs to—	,,	352	...	84-85
Repairs to and fitness of—for packing—Procedure for ascertaining—	,,	309-311	...	74-75
Selection by Magistrate and Collector of district of specimen—for examination and analysis before packing	,,	314	...	75
Short weight—Treatment of—	XIV	256	...	59
Storage of—in cake godown	XV	289	...	68
Tally of—	,,	286	...	67
Test weighment of—	,,	288	...	67
Ticketing of—	XIV	277	...	65
Turning of—in their cups	XV	291	...	68
Wetted—Treatment of—	,,	290	...	70
Quantities of different materials for each— ...	XIV	266	...	61
CAKE MAKING REGISTERS—Forms of—	XIV	284	...	66
CAKING ASSISTANTS—Appointment of— ..	XIV	239	...	55
CAKING OF ABKARI OPIUM—Process of—	XVIII	373	...	89
CAKING OF OPIUM FOR MEDICAL PURPOSES—Method of—	XIX	384	...	91
CAKING-ROOM—				
Arrangements in—	XIV	244	...	56
Division of—into sections	,,	244	...	56
Washings from—Disposal of—	,,	276	...	64
CAKING ROOM ASSISTANT—Duties of—	,,	252	...	58
CAKING SCHOOL—				
Appointments to — to be made by Assistant Factory Superintendent	,,	280	...	65
Division into sections and outturn of— ...	,,	282	...	66
Establishment for—	,,	281	...	65
Hours for—	,,	281	...	65
Proficiency of scholars in — how tested ...	,,	282	...	66
Recruitment of scholars for—	,,	280	...	65
Proportion of scholars in—	,,	280	...	65
CAKING TANK—Transfer to—of contents of alligation vats	XI	214	...	46
CASH-BOOK—Receipts of money on account of Factory or Saw Mills and Chest Departments, and payments in cash to be entered by Treasurer in daily—	XXVI	49	...	115
CHALAN BOOKS—Submission by Assistant Factory Superintendent of—for inspection of Factory Superintendent	II	31	...	5

Subject.	Chapter.	Rule.	Appendix.	Page.
Chálans—				
Discrepancy Memorandum of—Use made of—	X	185	...	40
Of pussewa to be submitted on yellow paper	IX	175	...	38
Of undisbursed pay to be handed by an Assistant for signature of Treasurer	II	29	...	5
Receipts. Basis upon which payments are made and Factory accounts prepared ...	X	183	...	40
Chálán Register(s)—				
Disposal of—	V	83	...	15
Examination of—on receipt at factory	X	184	...	40
Manner of correcting mistakes in—	VII	137	...	27
Writing up of—	VIII	154	...	32
Chandi leaf—				
Allowance of—for sattai of each cake ...	XVI	303	...	71
Check Scale—At exit gate of each section of caking-room	XIV	217	...	56
Chest(s)—				
Abkari—Issue of—	XVIII	378	...	99
Abkari—Nailing down and dammering of— ...	,,	375	...	89
Abkari—Seasoned planks only used for manufacture of—	XXV	463	...	110
Damaged—Treatment of—	XVII	341,358	...	81, 86
Examination and stacking of—at Factory ...	XXV	457	...	109
Gunny covers of—Establishment for supervising sewing on—	XVII	338	...	81
Nailing down of lids of—	,,	337	...	81
Packing of upper and lower half of a provision—	,,	333,335	...	80, 81
Provision—how made	XXV	457	...	109
Storage of—for three months before use ...	,,	458	...	109
Tally of—after packing	XVII	350	...	84
Weighing of cakes for each—	,,	334	...	80
Weighment of a percentage of packed—before despatch	,,	355	...	85
Chest Department and Saw Mills—				
Accidents and breakage to machinery in—Mode of dealing with—	XXV	466	...	111
Age of candidates for employment in the— ...	,,	440	...	106
Appointments to the—how made	,,	440	...	106
Dismissal or removal from—Directions regarding—	,,	440	...	106
Dismissal or suspension of temporary employés in—	,,	443	...	106-107
Duties and responsibilities of officers of the—	,,	438-39	...	106
Employment of children and infirm persons in—Prohibition against—	,,	444	...	107
Examination of machinery in—	,,	465	...	111
Injury to employés in—Submission to Factory Superintendent of report of—	,,	467	...	111
Machinery in—Fencing of—	,,	467	...	111
Money for payment of establishments and contingent expenses of—to be lodged in Treasury	XXVI	485	...	115
Mustering of temporary employés in the— ...	XXV	448	...	107
Payment of establishments employed in— ...	,,	445	...	107
Prohibition against employés of—leaving the premises during working hours	,,	444	...	107
Returns. Submission of—of stores	,,	474	...	112
Rules for guidance of workmen in the— ...	,,	464	...	110-111
Sales of useless articles and old stores belonging to the—	,,	476	...	113
Stock-taking of stores in—	,,	475	...	113
Store books to be kept up in—	,,	474	...	112
Stores of the—in charge of store-keeper ...	,,	473	...	112
Temporary establishment required for—Manner of applying for—	,,	441	...	103
Chest Department Premises—Clearance of—every evening	,,	478	...	113

Subject.	Chapter.	Rule.	Appendix.	Page.
Chest Department—				
Record of articles sent over to the sale ground from—	XXV	478	...	113
Working hours in—	,,	447	...	107
Chests and Lids—				
Rejected—How dealt with	XVII	322	...	77
Suspected of being damp—Treatment of— ...	,,	320-321	...	77
Chests—Dammering of—				
Establishment for supervision over work of—	,,	338	...	81
Process of—	,,	340	...	81
Chests—Despatch of—				
From the Factory—Supervision of—	,,	354	...	85
On damp or cloudy days, prohibited	,,	353	...	85
Chests, Lids and Compartments—				
Issue of properly seasoned—	,,	319	...	76
To be in store for at least three months before issue for packing	,,	319	...	76
Chests, Mango-wood—				
Contracts for the supply of—	XXV	460	...	110
Despatch of—for the Ghazipore Agency ...	,,	462	...	110
Examination of—supplied by contractors ..	,,	460	...	110
Issue of—for Factory use, prohibited until they have been three months in the yard ...	,,	462	...	110
Specification of—and lids	...	...	A	123
Cheque(s)—				
Submission by Assistants of a—for the amount of the daily establishments employed under them	II	23	...	4
Payment of cheques for pay	,,	26	...	5
Procedure regarding—	,,	25	...	5
Children—Employment of immature—prohibited in Factory	,,	22	...	4
Cisterns to hold lewa—Arrangement of—in caking-room	XIV	245	...	56
Classification of leaves	V	90	...	16
Cleaning of trash for packing—How and when to be done	VI	116	...	22
Commission—Grant of—on net amount realized by sale of useless articles	XXV	477	...	113
Compartments—				
Counting, sunning and stacking in bundles of—	,,	456	...	109
Number of pieces required for provision and abkari chests, respectively	,,	456	...	109
Compensation—				
For loss of weight in drying leaves allowed per bhaga—represented by small metal tickets	V	98	...	17
For loss of weight in drying leaves—Manner of calculating	,,	97	...	17
Confiscation—				
Of adulterated opium	IX	165	...	35
Of assamiwar, suspected or burnt opium found to contain foreign substances	,,	166	...	36
Do. do. when adulterated with fat or oil	,,	167	...	36
Do. do. do. with dhoi, poppy petals, &c.	,,	168	...	36
Of assamiwar, suspected or burnt opium largely deprived of its soluble matters by washing with water	,,	169	...	36
Of pussewa unfit for Factory purposes ...	,,	177	...	38

Subject.	Chapter.	Rule.	Appendix.	Page.
Consistence—				
At which abkari opium is manufactured ...	XVIII	368	...	88
Prescribed for lewa	XIII	229	...	51
Contraband Opium—				
Definition of—	XX	387	...	93
Disposal of—for abkari or lewa	,,	391	...	93
Examination of parcels of—	,,	389-90	...	93
Instructions for despatch of—by district officers	,,	388	...	93
Results of examination of—furnished to despatching officer	,,	393	...	94
Treatment of—unfit for Factory use	,,	392	...	94
Weighment and testing of—by Assistant Opium Examiner	,,	390	...	93
Contracts for Cups—Method of giving out— ...	XXIV	428-29	...	104
Conveyance of chests—From Patna City to Howrah—Arrangements for—...	XVII	318	...	76
Cooly Mates—				
Answerable for opium found on the person of any one working in the cake godowns, &c.	IV	64	...	11
To be stationed to search coolies passing out of exit gates of cake godowns	,,	64	...	10
Coolies—Admittance of—or artizans to Factory, how regulated	II	14	...	3
Credit note—For railway freight of chests from Patna to Howrah—Grant of—	XVII	364	...	87
Cultivator—Attendance of—at the examination, testing and assaying of his opium at the Factory	IX	158	...	33
Cup Department—Accounts of—to be kept in English by assistant in charge	XXIV	433	...	105
Cups—				
Bills of contractors for—signed by Factory Superintendent	,,	434	...	105
Broken or chipped—Disposal of—	,,	435	...	105
Contracts for—to be given out yearly	,,	428	...	104
Delivery of—by contractors how regulated ...	,,	434	...	105
Indents for—how framed	,,	436	...	105
Issue of—on indents countersigned by Factory Superintendent	,,	436	...	105
Issue of new—prohibited until stock of old ones is exhausted	,,	437	...	105
Payment to contractors for supply of - ...	,,	434	...	105
Receipt and issue of—under control of Storekeeper	,,	427	...	104
Receipt for—granted by indenting officer ...	,,	436	...	105
Rejected—Treatment of—	,,	431	...	104
Scale of allowance of—	,,	436	...	105
Stacking and examination of—brought by contractors	,,	430-431	...	104
Stacking of—in Factory during packing season	,,	437	...	105
Stock-book and ledger of—Inspection of—by Factory Superintendent	,,	433	...	105
Wet—Prohibition against delivery of— ...	,,	432	...	105
D.				
Daily Parakh Report—Entry in—of net weight of opium by Factory weighment, and quantity of confiscated opium	X	189	...	41
Damdeta—				
Of chálán receipts—Preparation of—	,,	190	...	41
Of chálán registers. Procedure for obtaining—	,,	190-99	...	41-43

SUBJECT.	Chapter.	Rule.	Appendix.	Page.
DAMMERING OF CHESTS—				
Arrangements for—	XVII	339	...	81
Process of—	"	340	...	81
Supervision over work of—	"	338	...	81
DEAD STOCK—Articles of—required by Assistants to be indented for separately and returned when no longer required	XXIII	421	...	102
DETENTION—				
Of employés suspected of having opium or other Factory property in their possession ...	IV	61	...	10
Of work-people found leaving the Factory with Government property without a pass ...	"	60	...	10
DETERIORATION OF OPIUM—Test for ascertaining—	...	...	E	327-28
DHOI AND LEWA DEPARTMENT—To be in charge of permanent Assistant selected by Factory Superintendent	XII	218	...	48
DHOI—				
Confiscation of assamiwar opium adulterated with—	IX	168	...	36
Definition of $\frac{\text{thin}}{\text{thick}}$	XII	223-224	...	49
Different descriptions of—	"	219	...	48
Examination of—at Laboratory	IX	179	...	38
Obtained from washings of cake-makers' cups and trays. Treatment of—	XII	226	...	49
Obtained from washing of vessels used in Factory	"	227	...	50
Thick—how manufactured	"	224	...	49
Thick—Percentage of—to be used for lewa	"	225	...	49
Thick—Weighment and storage of— ...	"	224	...	49
Recovered from washings of cake-makers' hands, cups, trays, &c. Deduction of—from excess lewa issued	XIII	237	...	54
Sources from which—is obtained	XII	219	...	48
Straining and assay of—	"	223	...	49
Testing of and payment for—	IX	179	...	38
DISCREPANCIES—				
Between Factory weighment and that at the Sub-Agency test scale how dealt with— ...	X	185	...	40
Course for ascertaining cause of—in weighment of jars	VII	133	...	26
In assay register to be entered in objection statement and submitted to Factory Superintendent for countersignature and transmission to Agent	X	199	...	43
DISCREPANCY JARS—Definition of—and mode of dealing with them at time of weighment ...	VII	132	...	26
DISMISSAL AND SUSPENSION—Of subordinates drawing Rs. 10 a month and upwards to be reported to Opium Agent	I	5	...	1
DISMISSAL—				
Of employés. Assistant not competent to order—	II	18	...	4
Of employés. Course to be followed for— ...	"	18	...	4
Of subordinates. Rules regarding— ...	I	5	...	1
DISMISSAL OR REMOVAL—Of employés in Chest Department and Saw Mills—Directions regarding—	XXV	440	...	106
DISMISSAL OR SUSPENSION—Of temporary employés in Chest Department and Saw Mills how effected	"	443	...	106-107

Subject.	Chapter.	Rule.	Appendix.	Page.
Dismissed Employés—				
Measures for preventing re-employment of—in Factory	II	20	...	4
Re-employment of—of Chest Department and Saw Mills, prohibited	XXV	443	...	107
Doors and windows, &c.—Of buildings in which opium is stored. Fastening of— ...	IV	67	...	11
Dryage—Average—for broken jars, how calculated	X	187	...	41
Duties of—				
Assistant appointed during despatches for duty at Patna Railway Station	XVII	357	...	85
Assistant Engineer, Saw Mills and Chest Department	XXV	439	...	106
Assistant Factory Superintendent during packing	XVII	346	...	83
Caking-room assistant	XIV	252	...	58
Examining sardar	,,	254	...	58
Factory Superintendent during packing ...	XVII	345	...	82
Head sardar during packing	,,	348	...	84
Packing assistant	,,	349	...	84
Supervising sardars	XIV	253	..	58
Scale assistants during packing	XVII	347	...	83
Sardars in the cake-drying yard	XIV	257	...	59
Saw Mill Engineer	XXV	438	...	106
Weighman at check-scale	XIV	255	...	59
E.				
Employment—Of Factory servants except artizans for private purposes, prohibited .	II	21	...	4
Engineer in charge of Saw Mills and Chest Department—				
Submission of certain annual statements by—	XXV	484	...	114
Submission of daily and monthly reports by—	,,	484	...	114
Erasures—In chálán registers by weighing officers, prohibited	VII	137	...	27
Establishment bill (monthly)—Submission by assistants of the—with corresponding cheque and attendance roll ...	II	23	...	4
Establishment—				
Entertainment by Factory Superintendent of ordinary contingent—in connection with the manufacture and provision of opium	I	8	...	2
For packing of upper layer of chests	XVII	335	...	80
For the weighment of opium chálans preparatory to parakh	VII	126	...	25
For Chest Department and Saw Mills—Entertainment of old hands	XXV	443	...	106
For Chest Department and Saw Mills. Indents for—submitted to Factory Superintendent	,,	441	...	106
Temporary—Applications for—to be submitted for sanction of Factory Superintendent	II	10	...	3
When taking on—preference to be given to old hands	,,	16	...	3
Temporary—Scale of Indents for	,,	12	...	3
Examination—				
And analysis of specimen cakes before packing	XVII	314	...	75
Of machinery in the Chest Department	XXV	465	...	111
Of opium chálans prior to parakh, how conducted	VIII	141	...	29

SUBJECT.	Chapter.	Rule.	Appendix.	Page.
EXAMINER (OPIUM)—				
Factory Superintendent *ex officio*—for purposes of Act XIII of 1857	I	2	...	1
Opening of jars to be done in presence of—...	VIII	141	...	29
EXCESS—to be issued for loss of lewa by adhesion	XIII	237	...	54
EXEMPTION—Of certain persons leaving the Factory from search	IV	53	...	9
EXIT—Of workpeople leaving Factory	III	46	...	8
EXPORT REPORT—Of opium required for caking, lewa, abkari, and medical. Preparation of—	XI	216	...	47
EXTINCTEURS—Measures for keeping-in good working order	XXI	403	...	97
F.				
FACTORY—				
Admittance generally to—strictly prohibited	IV	51	...	9
Admittance of artizans or coolies to—how regulated	II	14	...	3
Agent responsible for efficient working of— ...	I	1	...	1
Burglary in—Alarm for—	XXII	411	...	99
Details of operations carried on at the— ...	I	9	...	2
Exemption of certain persons leaving the—from search	IV	53	...	9
Fire in.—Procedure in case of—	XXII	412	...	99
In charge of Factory Superintendent	I	2	...	1
Issue of articles to and receipt from—Prohibition against—without indents	XXV	472	...	112
Leave of absence of employés from the—during working hours, by whom granted ..	II	19	...	4
Money for payment of establishments and contingent expenses of—to be lodged in the Treasury	XXVI	485	...	115
Opening and closing of—reported to Factory Superintendent daily	IV	73	...	12
Opening and examination daily of—by Police officer	XXII	415	...	100
Persons whose employment in—prohibited ...	II	22	...	4
Removal of property from—Rule for the— ..	XXII	410	...	99
Search of persons leaving the—	IV	52	...	9
Smoking in—prohibited	XXII	413	...	99
FACTORY GUARD—				
Control of—by Assistant Superintendent in charge, Patna City	XXII	406	...	98
Inspector or Sub-Inspector in charge of—Duties of—	,,	407	...	98
Sentry—Duties of—	,,	409	...	99
Sentry—Posting of—	,,	,,	...	99
Sentry posts in the Factory	,,	408	...	98
FACTORY SERVANTS—Employment of—for private purposes prohibited	II	21	...	4
FACTORY STOCK ACCOUNT—Submission by Factory Superintendent of—	XXVII	492	...	116
FACTORY SUPERINTENDENT—				
Appeals against orders of—to be made on Re. 1 stamp paper and submitted through him to Agent	I	6	...	2
Appointment to permanent staff carrying pay not in excess of Rs. 20 made by—	,,	4	...	1
Duties of—during packing	XVII	345	...	82
Examination of assamiwar opium by— ...	IX	158	...	33
Examination by—of cash balance in Treasury	XXVI	491	...	115
Examination by—of medical opium before issue	XIX	385	...	91-92
Ex-officio Opium Examiner for purposes of Act XIII of 1857	I	2	...	1
Expenditure which the—may incur	,,	8	...	2
In charge of Factory and responsible for everything connected with such charge ...	,,	2	...	1
Inspection of store books by—	XXIII	423	...	102
Inspection of valuable stores or those of English manufacture by—on receipt	,,	418	...	101

Subject.	Chapter.	Rule.	Appendix.	Page.
Factory Superintendent—*concluded.*				
Responsible for due observance of rules for packing operations	XVII	312	...	75
Submission of certain returns by—	XXVII	493-94	...	116
Submission of Factory stock accounts by— ..	,,	492	...	116
Submission to Agent by—of a monthly statement of abkari opium supplied	XVIII	379	...	90
Submission to—of applications for temporary establishment	II	10	...	3
To arrange for packing materials	XVII	312	...	75
To give orders for the manufacture of lewa ..	XIII	229	...	51
To make all appointments to Saw Mills and Chest Department	XXV	440	...	106
Factory Superintendent's Annual Report—Contents of	XXVII	493	...	116
Factory weighments—Checking of—	X	186	...	40
Faults in cake-making	XIV	258	...	60
Fine-books—				
Separate—for permanent, temporary, and caking-room establishments	II	33	...	6
To be forwarded to Factory Superintendent for approval	II	33	...	6
Fine(s)—				
Deduction of—from pay-bill of establishment	II	34	...	6
Infliction of—for burnt or smoked opium	IX	174	...	37
Imposition of—for loss of tickets	III	44	...	8
Fire-Brigade—				
Drilling of firemen	XXI	399	...	96
Duties of the—	,,	396	...	95
Hours of duty of each section of—	,,	396	...	95-96
Muster-roll of—	,,	398	...	96
Selection of firemen for—how made	,,	397	...	96
Strength of—	,,	395	...	95
Visited during the night by Fire-Brigade Assistant	,,	398	...	96
Fire-Brigade Assistant—				
Absence of—from station, prohibited	XXI	404	...	97
Responsibility and charge of—	,,	394	...	95
Responsibility of—for proper working order of hydrants and tanks	,,	401	...	96
Responsible that members of the Fire-Brigade understand their duties	,,	399	...	96
Fire in Factory—Procedure in case of— ...	XXI XXII	402 412	... ...	96 99
Foreign Substances—Treatment of—found in abkari opium	XVIII	370	...	88
Forms—				
Abstract of check-weighment of provision opium chests	...	...	C Form No. 106.	251
Account (daily detailed) of expenditure of lewa	...	...	C Form No. 79.	216
Account (daily) of manufacture and expenditure of lewa	...	...	C Form No. 78.	214-15
Account (contract) of mango-wood chests and lids	...	...	C Form No. 157.	303
Account of packing and weighing of provision chests	...	...	C Form No. 103.	247-48
Advice of confiscated opium sent from district to Factory	...	...	D	325
Alligation assay register	...	...	C Form No. 68.	202
Alligation register	...	...	C Form No. 67.	201
Assay certificate (caking tank)	...	...	C Form No 69.	203
Assay register for chálán opium	...	...	C Form No. 52.	185

Subject.	Chapter.	Rule.	Appendix.	Page.
Forms—*continued.*				
Assay slip	..	..	C Form No. 53.	186
Auction sale register	...	...	C Form No. 134.	281
Bill for mango-wood chests and lids ...	...	...	C Form No. 156.	302
Bill for timber supplied by contractor ...	...	...	C Form No. 144.	293
Cake-godown block-slip	.	...	C Form No. 90.	230
Caking-room pass	.	.	C Form No. 88.	227
Certificate of cakes packed	..	...	C Form No. 105.	250
Certificate of removal	..	..	C Form No. 54.	187
Chálán of articles returned into store	...	...	C Form No. 132.	280
Chálán of unclaimed money deposited in the treasury	..	...	C Form No. 9.	136
Check weighment register of empty jars ...	...		C Form No. 42.	178
Cheque			C Form No. 6.	133
Contraband opium account	...	...	C Form No. 120.	269
Coolie muster attendance book	..	...	C Form No. 3.	131
Cup contractor's ledger	..	.	C Form No. 140.	286
Daily abstract register of gross damdota opium	...	...	C Form No. 62.	197
Daily manufacturing report, Chest Department and Saw Mills	..	.	C Form No. 162.	308
Daily parakh report	..	...	C Form No. 51.	184
Daily progress report of chálans passed ...	...	...	C Form No. 63.	197
Daily weighment record of choor leaves ..	...	...	C Form No. 22.	160
Day-book of stores issued	...	...	C Form No. 128.	276
Day-book of stores received	...	...	C Form No. 125.	274
Diary of the daily operations of cake godown	...	...	C Form No. 93.	234, 35
Discharge certificate for zilladars for jars and pots	...	...	C Form No. 50.	183
Discrepancy memorandum of chálans ..	..	..	C Form No. 61.	195
Discrepancy register	...	...	C Form No. 41.	177
Estimate of stores required from England ...	...	...	C Form No. 135.	281
Factory pass	...	...	C Form No. 124.	273
Fine-book	...	...	C Form No. 11.	137
Fire-brigade fortnightly report	...	...	C Form No. 123.	272
Import register of opium	...	...	C Form No. 37.	173
Indent for abkari, lewa, or medical opium	...	...	C Form No. 80.	217
Indent for articles required from Store Department	...	...	C Form No. 127.	275
Indent for chemicals and laboratory stores for weighment	...	...	C Form No. 130.	278
Indent for cups	...	...	C Form No. 92.	232
Indent for European stores	...	...	C Form No. 136.	282
Indent for leaves for manufacture and sattai ..	...	...	C Form No. 23.	160
Indent for leaves for petty repairs	...	...	C Form No. 24.	161

Subject.	Chapter.	Rule.	Appendix.	Page.
Forms—*continued.*				
Indent for lewa for manufacture and sattai of cakes	...	...	C Form No 81.	217
Indent for lewa for petty repairs	...	...	C Form No. 91.	231
Indent for stores for weighment (district) ...	...	...	C Form No. 129.	277
Indent for temporary establishment	...	...	C Form No. 1.	129
Indent for trash	...	...	C Form No. 35.	171
Invoice of abkari chests	...	...	C Form No. 115.	262
Invoice of articles supplied	...	...	C Form No. 131.	279
Invoice of articles supplied by the Patna Factory	...	...	C Form No. 158.	304
Invoice of provision chests despatched to Calcutta	...	...	C Form No. 110.	255-56
Leaf assay form	...	...	C Form No. 25.	162
Leave application book	...	...	C Form No. 2.	130
Ledger account of dhoi received and expended	...	...	C Form No. 75.	210-211
Ditto of opium do. and do. ...	..	..	C Form No. 76.	212
Ditto of pussewa do. and do. ...	...	...	C Form No. 77.	213
Ledger of mango-wood chests and lids supplied by contractors	...	...	C Form No. 154.	300
Ledger of timber supplied by contractors ..	...	...	C Form No. 147.	295
Measurement register of timber	...	...	C Form No. 143.	292
Memorandum of leaves or trash weighed daily	...	...	C Form No. 20.	158
Memorandum of pussewa received	...	...	C Form No. 59.	194
Memorandum showing results of laboratory examination of suspected opium, &c. ...	...	...	C Form No. 57.	191
Muster-roll for the Factory	...	...	C Forms Nos. 12 & 12A.	138 & 143
Muster roll of Saw Mills and Chest Department	...	...	C Form No. 142.	288
Objection statement for leaf chálán	...	...	C Form No. 18.	155
Order-book for supply of abkari opium ...	...	...	C Form No. 114.	1
Parakh paper	...	...	C Form No. 48.	183
Parakh paper for inferior opium	...	...	C Form No. 55.	189
Pay-bill. Bi-monthly—	...	...	C Form No. 4.	132
Pay-bill. Monthly—	...	...	C Form No. 5.	132
Plus and minus memorandum of dead-stock ..	...	...	C Form No. 138.	284
Receipt for abkari opium	...	...	C Form No. 110.	263
Receipt to contractors for cups	...	...	C Form No. 141.	287
Receipt to contractors for mango-wood chests and lids supplied	...	...	C Form No. 155.	301
Receipt for leaf chálán	...	...	C Form No. 15.	152
Receipt for trash	...	...	C Form No. 30.	167
Receipt of head-constable for provision opium chests (vernacular)	...	...	C Form No. 109.	254

SUBJECT.	Chapter.	Rule.	Appendix.	Page.
OEMS—*continued.*				
Receipt register of cháláns	...	...	C Form No. 60.	194
Receipt-book for opium, leaf or trash cháláns sent to the office	...	...	C Form No. 16.	153
Receipt-book of jars and pots sent to the laboratory	...	...	C Form No. 43.	178
Register (daily) of leaf cháláns received ...	...	...	C Form No. 17.	154
Register (daily) of mango-wood chests and lids examined	...	...	C Form No. 153.	300
Register (daily) of timber sawn	...	...	C Form No. 148.	295
Register (daily) of trash cháláns	...	...	C Form No. 32.	169
Register (monthly) of cakes manufactured by each cake-maker	...	...	C Form No. 83.	222
Register of undisbursed pay deposits	...	...	C Form No. 8.	135
Register of average weight of basket and straw	...	...	C Form No. 40.	176
Register of broken jars received at the factory	...	...	C Form No. 39.	175
Register of cakes packed daily	...	...	C Form No. 104.	249
Register of cakes sent to godowns	...	...	C Form No. 87.	226
Register of cakes sattaied, repaired, and kussed	...	...	C Form No. 95.	230
Register of cakes wetted by leakage	...	...	C Form No. 94.	236
Register of caking results	...	...	C Form No. 72.	206
Register of each quality of opium in stock ...	...	...	C Form No. 64.	198
Register of export of opium from malkhana ...	...	...	C Form No. 70.	204
Register of exports from malkhana for lewa and abkari	...	...	C Form No. 73.	207
Register of fines inflicted on cake-makers and their boys	...	...	C Form No. 84.	223
Register of fines imposed on good opium ...	...	...	C Form No. 49.	182
Register of foreign matter in trash	...	...	C Form No. 31.	168
Register of general assay	...	...	C Form No. 66.	200
Register of jars broken at the factory	...	...	C Form No. 47.	181
Register of jars and pots received, weighed and parakhed	...	...	C Form No. 44.	179
Register. Leaf import—	...	...	C Form No. 14.	151
Register of leaf expenditure on manufacture of cakes	...	...	C Form No. 26.	163
Register of eaf expenditure on sattai	...	...	C Form No. 27.	164
Register of leaves: Detailed audit—	...	...	C Form No. 19.	156, 157
Register of opium, pussewa, and dhoi received into lewakhana	...	...	C Form No. 74.	208, 209
Register of packed chests of abkari opium ...	...	...	C Form No. 113.	261
Register of packing weights	...	...	C Form No. 101.	245
Register of pots examined	...	...	C Form No. 56.	190
Register of pots and jars despatched daily from the Patna railway station	...	...	C Form No. 36.	172

Subject.	Chapter.	Rule.	Appendix.	Page.
Forms—*continued.*				
Register of provision cakes manufactured ...	...	...	C Form No. 82.	218—221
Register of provision cakes of each consistence manufactured	...	...	C Form No. 85.	224
Register of sale proceeds	...	...	C Form No. 160.	306
Register of scrapings obtained from chálán jars	...	...	C Form No. 65.	199
Register of state of baskets and packing of chálán opium jars	...	...	C Form No. 38.	174
Register of stock-taking of poppy-flower leaves	...	...	C Form No. 28.	165
Register showing results of examination of packed chests	...	...	C Form No. 100.	244
Register showing weight of 100 cakes	...	...	C Form No. 89.	229
Register of trash (kothiwari)	...	...	C Form No. 33.	169
Register. Trash import—...	...	...	C Form No. 29.	166
Register of treasury orders	...	...	C Form No. 7.	135
Register (detailed) of undisbursed wages ...	...	..	C Form No. 10.	136
Report of Assistant superintending despatches at railway station	...	...	C Form No. 108.	253
Report (daily) of chálán opium jars and pots received at the factory	...	...	C Form No. 45.	179
Report (daily) of manufacture at factory ...	...	...	C Form No. 164.	314
Report (daily) of sattai and repairs of cakes	...	...	C Form No. 96.	237
Report (weekly) of articles sold	...	...	C Form No. 161.	307
Sale ticket	...	..	C Form No. 159.	305
Search report book	...	...	C Form No. 13.	150
Stack register of timber	...	...	C Form No. 145.	294
Statement (annual) of expenditure on stores	..	...	C Form No. 137.	283
Statement of opium supplied for abkari purposes	..	...	C Form No. 117.	264
Statement of results of examination of contraband opium	...	...	C Forms Nos. 121 and 122.	270-271
Statement showing receipts and expenditure of sal, semul and asna logs for manufacture of chests	...	...	C Form No. 163.	312-313
Statement (godown) showing the weight of 80 cakes	...	...	C Form No. 97.	249
Statement (detailed) of stores verified ...	...	...	C Form No. 133.	280
Stock-book of abkari opium	...	...	C Form No. 111.	258
Stock-book of chests	...	...	C Form No. 151.	298
Stock-book of compartments	...	...	C Form No. 150.	297
Stock-book of confiscated opium	...	...	C Form No. 58.	192-194
Stock-book of cups received	...	...	C Form No. 139.	285
Stock-book of leaves	...	...	C Form No. 21.	159
Stock-book of lids	...	...	C Form No. 152.	299
Stock-book of logs	...	...	C Form No. 146.	294

Subject.	Chapter.	Rule.	Appendix.	Page.
Forms—*concluded.*				
Stock-book of malkhana	...	...	C Form No. 71.	205
Stock-book of medical opium in cakes ...	...	...	C Form No. 118.	265
Stock-book of medical opium in powder ...	...	...	C Form No. 119.	266
Stock-book of planks	...	...	C Form No. 149.	296
Stock-book of provision cakes	...	...	C Form No. 86.	225
Stock-book of trash	...	...	C Form No. 34.	170
Store-ledger	...	...	C Form No. 126.	274
Tally sheets of provision opium chests despatched	...	...	C Form No. 102.	246
Ticket for abkari chests	...	...	C Form No. 112.	259-260
Ticket for cartmen carrying chests (vernacular)	...	...	C Form No. 107.	252
Ticket for chest of medicinal opium	...	...	C Form No. 119A.	267-268
Ticket for provision chest	...	...	C Form No. 98.	241-242
Weather and trash assay register for packing	...	...	C Form No. 99.	243
Weighment report (daily)	...	...	C Form No. 46.	180
Fragments—				
Of pottery placed in the vats. Disposal of—	XII	222	...	49
Of pottery scraped to be kept until inspected by malkhana Assistant	XI	207	...	45
Washing of—of jars	XII	221	...	48
G.				
Gates—To be opened for the ingress and egress of Factory employés	IV	54	...	9
Ghazipur Agency—Despatch of mango-wood chests for the—	XXV	462	...	110
Grub-eaten cakes—Treatment of—	XV	297	...	69
Guard—Treasury and main gate—responsible for safety of Factory keys	IV	69	...	11
Gum—				
Testing of opium at Factory for—	VIII	148	...	31
Test for ascertaining the presence of—in opium	...	...	E	330
Gunny covers—				
Method of sewing—	XVII	343	...	82
Number of—to be sewn by each teli in a day...	,,	342	...	82
Numbering of—	,,	344	...	82
Remuneration for sewing of—	,,	342	...	82
H.				
Head-constable in charge of opium train to Howrah—Responsibility of—	XVII	362	...	86
Hydrants—Supply of water to—	XXI	*401	...	96
I.				
Import Officer—				
Appointment of—to receive opium cháláns ...	VII	122	...	24
Examination of opium jars by—	,,	123	...	24
Granting by—of receipts for jars parakhed, and preparation by him of daily parakh reports	VIII	146	...	30
Registers submitted daily by—to Factory Superintendent's Office	VII	139	...	28
Scales and weights to be locked up by— ...	,,	139	...	28
To have a temporary assistant under him ...	,,	122	...	24

Subject.	Chapter.	Rule.	Appendix.	Page.
Impurities in Opium—				
Distinguishable by their own special characteristics	...	...	E	332
Which are not revealed by chemical tests ...	...	...	E	332
Indent(s)—				
Annual—for abkari opium	XVIII	367	...	88
Indent-book for temporary establishment. Each Department to have its own—... ...	II	11	...	3
For leaves, trash, lewa and cups to be prepared by Godown Assistant and countersigned by Assistant Factory Superintendent and Factory Superintendent	XV	293	...	69
For medical opium	XIX	385	...	91
For temporary establishment to be submitted for sanction of Factory Superintendent ...	II	10	...	3
For leaves. Submission of—	V	74	...	13
Inferior Opium—				
Despatch of—to Factory	VII	120	...	24
Of two kinds	IX	156	...	33
Receipt and weighment of—at Factory ...	,,	155	...	33
Infirm Men or Women—Employment of—prohibited	II	22		
Injury—To employés in Chest Department and Saw Mills. Submission to Factory Superintendent of report of—	XXV	467	...	111
Inspection—By Factory and Assistant Factory Superintendents of muster rolls	III	50	...	8
Invoice and Certificate of chests despatched to Howrah—Submission by Factory Superintendent of—	XVII	365	...	87
Invoice of Stores—Required by District Officers to be signed and returned to Factory Superintendent	XXIII	420	...	102
Iodine Test—Application of—by Assistant Opium Examiner or Laboratory Superintendent	VIII	148	...	31
J.				
Jar(s)—				
Arrangement of—for parakh	VII	139	...	27
Broken at Factory. Weighment of —... ...	,,	136	...	27
Breaking up of—and scraping of the fragments	XI	207	...	45
Broken in transit or at the Factory—Calculation of average dryage for—	X	187	...	41
Broken—Number of—received at Patna station to be noted at the time of counting	VII	121	...	24
Broken—of opium how treated on arrival of a chálán at the Factory	,,	124	...	25
Broken—Weighment of—	,,	125	...	25
Check-weighment of—emptied of their contents	,,	135	...	27
Covers of—. Report to be submitted of—insecurely or improperly made	,,	130	...	26
Discrepancy—Definition of—and mode of dealing with them at time of weighment ...	,,	132	...	26
Emptying of—. Method of—	XI	206	...	45
Left for the night in the open yard to be covered with tarpaulins...	VIII	140	...	29
Lying in the open to be parakhed first ...	,,	141	...	29
Opening of—at the time of parakh. Manner of	,,	141	...	29
Receipt and loading of—at Patna station ...	VII	121	...	24
Scraping of test—	,,	135	...	27
Scraping of—after emptying of contents into malkhana	XI	206	...	45
Tally of—despatched from parakh ground to malkhana	,,	202	...	44
Test weighment of—	VII	134	...	27
Treatment of- before weighment	,,	130	...	26
Weighment of—. Instructions for the— ...	,,	131	...	26
Wet—not to be brought to the scale until thoroughly dry	,,	129	...	25

SUBJECT.	Chapter.	Rule.	Appendix.	Page.
K.				
KEYS OF FACTORY GATES to be lodged at Factory Superintendent's house	XXII	415	...	100
KEYS to be in charge of turnkey	IV	68	..	11
KAFFA—				
Disposal of—	IX	181	...	39
Examination of—how conducted	,,	180	...	38
Payment for—how calculated	,,	181	...	39
L.				
LABORATORY ASSISTANT—Procedure to be followed by—on completion of testing and assay of day's cháláns	VIII	154	...	32
LABORATORY—Boxes of tagars to be locked and sent to the—	,,	143	...	30
LEAF CHÁLÁN REGISTERS—				
Check of—	V	84	...	15
Disposal of—	,,	83	...	15
English and vernacular—. Check of— ...	,,	86	...	15
Final disposal of—	,,	87	...	15
LEAF WEIGHMENT OFFICERS—Appointment of—	,,	75	...	13
LEAKAGE—				
Cakes injured by—. Treatment of—	XV	298	...	70
Measures for detecting—in trash godowns ...	VI	115	...	22
Reports of—. Submission of—	XV	299	...	70
LEAVE BOOK—Each department to have a— ...	II	13	...	3
LEAVE—				
Applications for—from employés in Chest Department and Saw Mills how dealt with	XXV	442	...	106
Sanction of Factory Superintendent required to—for more than one day	II	13	...	3
LEAVES—				
Assistant Factory Superintendent to supervise all operations for receipt and storage of—	V	75	...	13
Baskets of—to be counted and entered in register by Leaf Assistant	,,	78	...	14
Broken and useless—. Weighment and disposal of—	,,	93	...	16
Chandi—Proportion of—allowed for purposes of sattai	,,	102	...	18
Classification of—. Discrepancy in—how treated	,,	82	...	14
Classification of sound—	,,	90	...	16
Compensation allowed per bhaga for loss of weight in drying—represented by tickets ...	,,	97, 98	...	17
Damping of—before use. Process of— ...	,,	101	...	18
Discrepancy in weight of—how treated ...	,,	81	...	14
Examination of—on receipt at Factory ...	,,	80	...	14
Indent (annual) for—to be submitted to Agent by 25th July	,,	74	...	13
Issue of—for Factory use	,,	94	...	16
Issue of—for repairs	,,	103	...	18
Loss of weight on account of dryage of—. Compensation for, how calculated	,,	97	...	17
Memorandum of net factory weight of—received. Submission of—	,,	88	...	15
Mildewed or grub-eaten—. Disposal of— ...	,,	89	...	16
Mode of forwarding—to Factory	,,	76	...	13
Payment for—made ordinarily according to district officer's classification	,,	81	...	14
Picking and overhauling of—	,,	92	...	16
Proportion of old and new—to go to each bhaga	,,	95	...	17
Record of expenditure of—during manufacture	,,	104	...	18

Subject.	Chapter.	Rule.	Appendix.	Page.
LEAVES—*concluded.*				
Sorting of—at Factory	V	89	..	15
Stacking of baskets of—on arrival at Factory	,,	77	...	13
Stock-taking of—	,,	105	...	19
Turning of—during storage	,,	91	...	16
Weight of—for each bhaga for construction of shell of cake	,,	96	...	17
LEWA—				
Allowance of—for each provision cake ...	XIII	235	...	53
Allowance of—for sattai of each cake	XVI	303	...	71
Assay of samples of—	XIII	234	...	53
Cisterns. Numbering of—	XIV	248	...	57
Cisterns. Articles to be supplied to servers in charge of—	,,	,,	...	57
Composition of—	XIII	228	...	51
Consistence prescribed for—	,,	229	...	51
Definition of—	,,	228	...	51
Disposal of contraband opium for—	XX	391	...	93
Disposal of pots the contents of which have been declared fit for—	IX	169	...	36
Factory Superintendent to give orders for manufacture of—	XIII	229	...	51
Issue of—to begin half an hour before time fixed for commencement of caking ...	XIV	259	...	60
Issue of excess to make up for loss of—by adhesion, &c.	XIII	237	...	54
Issue of—for caking and sattai. Method of—	,,	236	...	53
Percentage of thick dhoi to be used for— ...	XII	225	...	49
Proportion of ingredients for manufacture of—and mode of mixing them	XIII	230—232	...	52
Samples of—for assay. Mode of obtaining— ...	,,	233	...	52—53
Use to which—is put	,,	228	...	51
LEWAKHANA ACCOUNTS—Forms for keeping— ...	,,	238	...	54
LEWAKHANA 'ASSISTANT—Assistant in charge of Dhoi and Lewa Departments to be known as—	XII	218	...	48
LOCKING AND SEALING—Of wagons containing opium chests	XVII	360	...	86
LOCKING OF MAIN ENTRANCE TO CAKE GODOWNS AND OTHER DEPARTMENTS. Arrangements for—	IV	70	...	11
LOCKS AND KEYS—Of opium trains—taken over by Head-constables after delivery of chests at Howrah	XVII	363	...	87
LOCKS AND SEALS—Of railway wagons. Responsibility of head-constable on duty with opium train for security of—	,,	362	...	86
LOCKS—Issue of—by store-keeper for fastening of buildings, &c.	IV	67	...	11
LOGS—				
Bills and payment for—supplied by contractors	XXV	451	...	108
Measurement of—by Saw Mill Engineer ...	,,	450	...	108
Sawing of—Directions for—	,,	453	...	108
Stacking of—after measurement	,,	452	...	108
Writing up of Register of—sawn—	,,	453	...	108
M.				
MACHINERY—				
Accidents and breakages to—in Chest Department. Mode of dealing with—	,,	466	...	111
Examination of—in the Chest Department ...	,,	465	..	111
Fencing of—in Chest Department	,,	467	...	111
MAIN ENTRANCE—				
Of all buildings in which opium is stored. Mode of fastening—	IV	65	...	11
Of buildings containing opium and stores. Arrangements for opening and closing of—	,,	71	...	11

SUBJECT.	Chapter.	Rule.	Appendix.	Page.
MALKHANA STOCK ACCOUNT—Adjustment of—	XI	217	...	47
MARC—Upon the filter used for testing opium. Information derivable therefrom	...	...	E	331
MEDICAL OPIUM—				
Description of drug used for manufacture of—	XIX	382	...	91
Forms in which—supplied...	,,	383	...	91
Issue of—to the Medical Store Department of Government, to Native States, or to private dispensaries on payment	,,	385	...	91
Manufacture of—at the Patna Factory	,,	382	...	91
Mode of manufacture of—into cakes	,,	384	...	91
Value of—supplied, how realized or adjusted	,,	386	...	92
MISTAKES IN CHÁLÁN REGISTERS. Manner of correcting—	VII	137	...	27
MONEY—				
Manner of drawing—from Treasury when required	XXVI	487	...	115
MUCILAGE OR GUM—Test for ascertaining presence of— in opium	VIII	148	...	31
MUSTER OF—				
Abkari and other Departments establishments, when and how to be taken	III	37-40	...	7
Late arrivals	,,	41	...	7
Temporary employés in the Chest Department and Saw Mills	XXV	448	...	107
Work-people before closing Factory	III	45	...	8
Work-people before beginning work	,,	43	...	7
MUSTER-ROLL—				
Circulation of—	,,	47	...	8
Submission of—to Factory Superintendent...	,,	49	...	8
Inspection of—by Factory and Assistant Factory Superintendents	,,	50	...	8
MUSTERING OFFICER—				
To be generally the most junior Factory assistant	,,	36	...	7
To be guided by indent slips	,,	39	...	7
To check number of work-people passing out from Factory	,,	46	...	8
To examine tickets and enter number present in the muster-roll	,,	40	...	7
OIL OR FAT—				
Adulteration of opium with—how dealt with	IX	167	...	36
OPIUM—				
Adulterated—how disposed of after examination at laboratory	VIII	140	...	31
Adulteration of—Instructions for detection of—	...	...	E	326—332
Adulteration of—Substances generally employed for—	...	...	E	328
Adulteration of—Accidental or intentional—how treated	IX	165	...	35
Assamiwar, suspected or burnt—adulterated with vegetable or animal oils or fat. Confiscation of—...	,,	167	...	36
Assamiwar, suspected or burnt—found to contain foreign substances. Confiscation of—	,,	166	...	36
Assamiwar, suspected or burnt—adulterated with dhoi &c. Confiscation of—	,,	168	...	36
Chálán of—to consist of 100 jars	VII	119	...	24
Characteristics of pure—	...	...	E	326
Confiscated—fit for extraction of alkaloids. Disposal of—	IX	182	...	39
Confiscated—Period for which will be kept before being utilized	,,	182	...	39
Confiscated—found to be useless. Disposal of—	,,	182	...	39

SUBJECT.	Chapter.	Rule.	Appendix.	Page.
OPIUM—*concld.*				
Confiscation of assamiwar, suspected or burnt—largely deprived of its soluble matter by washing with water	IX	169	...	36
Date by which the verification of the stock of—should be made	XXVII	409	...	117
Decoctions for ascertaining the presence of starch, sugar, or catechu in suspected— ...	IX	164	...	35
Deteriorated - of four kinds	...	...	E	327
Deductions how made in—when adulterated accidentally or intentionally	IX	165	...	35
Dirty or lumpy—. Separation and disposal of	VIII	141	...	29
Issue in fixed quantities of—from caking tank-room after weighment in tagars ...	XIV	249		57
Issue of—for medical purposes	XIX	382, 383	...	91
Jars of—Examination of—at the time of parakh	VIII	141	...	29
Jars of—Examination of—by Import Officer on arrival	VII	123	...	24
Jars or pots of assamiwar, suspected or burnt—Removal to laboratory after weighment of—	,,	139	...	28
Number of specimens of—to be placed in each tagar for assay	VIII	143	...	29
Penalty for adulteration of—	IX	165	...	35
Provision—Assistant Factory Superintendent entrusted with duties connected with the manufacture and care of—	XI	200	...	44
Refuse—Removal of—to malkhana and subsequent weighment and storage in the lewa tank	,,	203	...	44
Remaining in malkhana. Assay and weighment before 31st March of—	,,	217	...	47
Smoked—but free from adulteration, how treated and paid for	IX	173	...	37
Storage of—in malkhana. Assistant Factory Superintendent responsible for—	XI	200	...	44
Suspected—Details of examination of— ...	IX	160—163	...	34, 35
Suspected—if wrongly so classed by despatching officer, how disposed of	,,	164	...	35
Suspected of being adulterated. Examination of—	,,	159	...	34
Suspected—Physical examination of—	..	163	...	35
Testing of samples of—at laboratory	VIII	147	...	30
Unfit for central mass of cakes, how treated .	,,	144	...	30
Unfit for use to be entered in parakh paper as "confiscated"	IX	170	...	36
Zilladars to accompany—to Factory and be responsible for its safe delivery	VII	119	...	24
OPIUM EXAMINER—				
Definition of—	VIII	140	...	29
Inspection by—of jars which have been mulct by Assistant Opium Examiner...	,,	145	...	30
OPIUM, INFERIOR—				
Despatch of—to the Factory	VII	120	...	24
Of two kinds	IX	156	...	33
Parakh and assay of—	,,	157	...	33
Receipt and weighment of—at Factory ...	,,	155	...	33
PACKING—				
Adjustment of weight of cakes for each chest	XVII	332	...	79
Assistants. Duties of—	,,	349	...	84
Days on which—is suspended	,,	327	...	78
Establishment for working scales during— ...	,,	328	...	78
Establishment to be employed on—	,,	328	...	79
Examination of cakes before—	,,	331	...	79
Forms. Filling up of—	,,	351	...	84
Issue of cakes for—	,,	330	...	79
Issue of trash for—	,,	323	...	77
Materials. Factory Superintendent to arrange for—	,,	313	...	75
Method of—abkari opium	XVIII	374	...	89
Mode of—lower half of provision chests ..	XVII	333	...	80

Subject.	Chapter.	Rule.	Appendix.	Page.
Packing—*concld.*				
Order in which cakes will be packed ...	XVII	316	...	75
Of upper layer of provision chests	,,	335, 336	...	80, 81
Scales worked during—Number of—	,,	328	...	78
Weighment of cakes prior to—	,,	309, 310	...	74
Packing Operations—Details of—to be published in Factory Order-Book	,,	312	...	75
Packing Tickets—Preparation of—	,,	329	...	79
Packing Weight—Method of recording—for each godown	,,	315	...	75
Pani Amez—Definition of—	IX	156	...	33
Parakh—				
And assay of inferior opium	,,	157	...	33
And disposal of badly-wetted jars	VII	129	...	26
Arrangement of jars for—	VII, VIII	139,40	...	27, 29
Conducted by whom	VIII	140	...	29
Opening of jars at the time of—	,,	141	...	29
Procedure for making the—	,,	142	...	29
Parakh Report—Submission by Import officer of a daily—	,,	146	...	30
Passes—				
Free—for escort, &c., of opium to Howrah, Arranged for by Factory Superintendent—	XVII	318	...	76
Issue of—during import and packing for coolies carrying jars, &c.	IV	56	...	10
Issue of in and out - for general use	,,	55	...	9
Pay Bills—				
Check of—by head-clerk, Factory Superintendent's office	II	24	...	4
Bills and cheques—Procedure regarding ...	,,	25	...	5
Date for the submission of fortnightly—by Assistants	,,	23	...	4
Payment—Of establishments employed in Chest Department and Saw Mills	XXV	445	...	107
Penalty—				
Details of—inflicted on opium to be entered in parakh paper	IX	170	...	36
Entry in register of—inflicted on opium challaned as good	VIII	145	...	30
For adulteration of opium	IX	165	...	35
Imposition of—in the case of inferior opium ...	,,	157	...	33
Imposition of—on account of impurity in opium	VIII	144	...	30
On opium for impurities to be entered in kutchas	,,	145	...	30
Planks—				
Sorting and stamping of	XXV	454	...	108
Stacking and seasoning of—	,,	455	...	109
Police—Attendance of—for supervision of search during exit of work-people from Factory ...	IV	57	...	10
Police Guard—				
Arrangements for—for conveyance of chests ...	XVII	318, 359	...	76, 86
Responsibility of—while wagons are being filled and while standing at Patna station ...	,,	361	...	86
Police Sub-Inspector—Responsibility of—for efficiency of Factory Guard	XXII	414	...	99
Pots—				
Of opium. Weighment of—	VII	138	...	27
——— Disposal of—after examination ...	IX	171	...	37

Subject.	Chapter.	Rule.	Appendix.	Page.
Punishment—Of cake-makers	XIV	275	...	64
Pussewa—				
Cháláns of—to be submitted on yellow paper...	IX	175	...	38
Characteristics of—	...	...	E	326
Disposal after examination of jars of— ...	IX	176	...	38
Examination of—at laboratory for dhoi, &c.	,,	175	...	38
Fit for use to be utilized for lewa	,,	176	...	38
Opium containing an excessive amount of—to be brought to notice of Factory Superintendent	XVIII	381	...	90
Unfit for Factory purposes to be confiscated ...	IX	177	...	38
Pussewa amez—Definition of—	,,	156	...	33
R.				
Racks—Examination of—after a fall of rain ...	XV	299	...	70
Numbering of—	,,	290	...	68
Rainy weather—Suspension of packing in— ...	XVII	327	...	78
Receipts—Obtainment of—for payments made by Treasurer	XXVI	490	...	115
Refuse—Removal of—from Factory ...	IV	63	...	10
Register(s)—				
Assay—Check and disposal of	X	199	...	43
Cake godown—Contents of—	XV	294	...	69
Chálán (Opium)—to be signed by head-clerk and returned to laboratory after registration	X	196	...	43
Chálán (Opium)—. Instructions for checking and posting up—	X	194, 195	...	42
Chálán—. Examination of—on receipt at Factory	,,	184	...	40
Chálán—. Manner of making corrections in—	VII	137	...	27
Comparison of English and vernacular opium chálán—	X	188	...	41
Distribution—of sirdars	XIV	241	...	55
English chálán—retained in Agent's office for audit	X	198	...	43
Of caking results to be written up by Assistant Factory Superintendent	XI	216	...	47
Of export for lewa and abkari to be written up by Assistant Factory Superintendent ..	,,	216	...	47
Of packed abkari chests—. Writing up daily of—	XVIII	377	...	90
To be maintained during sattai	XVI	308	...	73
Vernacular chálán—forwarded after countersignature by Opium Agent to District Officers concerned	X	198	...	43
Rejection—Of specimens of opium when any two out of three samples of a tagar differ by more than three-fourths of a degree	VIII	152	...	31
Repairs of cakes—Issue of leaves for— ...	V	103	...	18
Report(s)—				
Annual—on the operations of the Factory ...	XXVII	493	...	116
Fortnightly—by Saw Mill Engineer and Fire-Brigade Assistant	XXI	405	...	97
Progress—of chálán registers received, audited and passed by Factory Superintendent's office. Submission of—	X	197	...	43
Submission of daily and monthly manufacturing—by Engineer in charge of Saw Mills and Chest Department	XXV	484	...	114
Weekly—Submission of—showing amounts realized by sales of useless articles ..	,,	481	...	113
Returns of Stores—Submission to Opium Agent by Factory Superintendent of certain—	XXIII	426	...	103

Subject.	Chapter.	Rule.	Appendix.	Page.
Returns—				
Submission of certain—by Factory Superintendent	XXVII	493,494	...	116
Submission of yearly—by Chest Department and Saw Mills	XXV	474	...	112
Rules—				
For observance by workmen in Chest Department and Saw Mills	,,	464	...	110
For protection of Factory, furnished to police guard in Hindi	XXII	406	...	98
For the weighment of jars and pots of all descriptions of opium	VII	188	...	27
Of Board of Revenue apply to removal or dismissal of subordinates	I	5	...	1
S.				
Sales of useless articles and old stores—				
Belonging to the Factory, Chest Department and Saw Mills, conducted by Factory Assistants and Assistant Engineer	XXV	476, 477	...	113
Regulation of—	,,	480	...	113
Submission of weekly reports of amounts realised from—	,,	481	...	113
Sawing of Logs—Directions for—	,,	453	...	108
Saw Mill Engineer—				
Absence of—from station without leave, prohibited	XXI	40	...	97
Duties of the—	XXV	438	...	106
Responsibility of—in connection with Factory steam-fire-engines	XXI	394	...	95
Saw Mills—				
Examination of—after close of work, and signing of search books by Engineer	XXV	468,469	...	111-12
Private work in—without Agent's sanction, prohibited	,,	471	...	112
Searching of work-people leaving—	,,	470	...	112
Working hours in—	,,	447	...	107
Scale Assistants—Duties of—during packing ...	XVII	347	...	83
Scale of indents for temporary establishment	II	12	...	3
Scales and Weights—				
Inspection of—by Agent before arrival of opium at Factory	VII	119	...	24
Locking up of—by import officer after day's weighment	,,	139	...	28
Testing of—used for weighment of chálans in Factory	V	79	...	14
Testing of all—before day's caking	XIV	250	...	57
Scales for weighing out opium to cake-makers—Arrangement of—in caking-room	XIV	245	...	56
Scrapings—				
Disposal of—from broken jars	XI	207	...	45
Of fragments of chálán jars. Assay, weighment, and storage of—	XII	220	...	48
Of fragments of chálán jars at dhoi yard ...	,,	220	...	48
Of jars and pots, how treated	IX	178	...	38

SUBJECT.	Chapter.	Rule.	Appendix.	Page.
SEARCH—				
Mode of—of work-people leaving Factory ...	IV	58	...	10
Of coolies passing out of exit gates of cake godowns	"	64	...	10
Of employés in the leaf compound " ...	"	56	...	9
Of persons leaving the Factory	"	52	...	9
Of women working in the trash department...	"	59	...	10
Of work-people, not to be offensive	"	62	...	10
SEARCH OFFICERS' DUTIES WHEN FACTORY IS CLOSED FOR THE DAY	IV	72	...	12
SERVICE BOOKS—Of subordinates. Manner of keeping up—	I	7	...	2
SHELLS OF CAKES—Manufacture of.—	XIV	267–271	...	62, 63
SIRDARS—				
Appointment of—for each godown	XV	290	...	68
Distribution register of—	XIV	241	...	55
Duties of—in the cake-yard	"	257	...	59
Examining—. Duties of—	"	254	...	58
Head—. Duties of—during packing	XVII	348	...	84
Prohibited from taking money from work-people	II	35	...	6
Supervising—. Duties of—	XIV	253	...	58
SMOKING IN FACTORY—Prohibition against— ...	XXII	413	...	99
SPECIFICATION—For mango-wood chests and lids	...		A	123
STARCH—				
Presence of—in opium. Course adopted when—is discovered	VIII	149	...	31
Test of pussewa for—	IX	176	...	38
Testing of opium for—	VIII	148	...	31
Test for ascertaining the presence of—in opium	...		E	329, 330
STATEMENTS—				
Of receipts and expenditure of opium—Manner of compiling the—	XXVII	495	...	116
Submission of certain—with the annual report of the Engineer in charge of Saw Mills and Chest Department	XXV	484		114
STEAM FIRE ENGINES—To be always in readiness for an emergency	XXI	400	...	96
STOCK REPORT—Submission of timber—by Engineer of the Saw Mills	XXV	449	...	107
STOCK-TAKING OF—				
Leaves in store	V	105	...	19
Stores in Chest Department and Saw Mills ...	XXV	475	...	113
Trash. Instructions for—	VI	118	...	23
STORAGE OF—				
Trash in godown at Factory. Method of— ...	VI	112	...	21
STORE-BOOKS—				
Keeping up and inspection of—	XXIII	422, 423	...	102
To be kept up in Chest Department and Saw Mill	XXV	474	...	112
STORE-KEEPER—				
Duties and responsibility of—	XXIII	416	...	101
Examination by—of articles returned to Store	"	421	...	102
Responsibility of—regarding reserve of oil for engines and machinery	XXV	473	...	112

Subject.	Chapter.	Rule.	Appendix.	Page.
Stores—				
Checking of—by Store-keeper	XXIII	418	...	101
Issue of—on indents duly signed by Factory Superintendent	,,	419	...	101
Of the Chest Department and Saw Mills to be in charge of Store-keeper	XXV	473	...	112
Returns of—submitted by Factory Superintendent to Opium Agent of—	XXIII	426	...	103
Stock-taking of—	,,	424	...	102
Store-keeper in charge of all—received at Factory with certain exceptions	,,	416	...	101
Tenders for the supply of—required at the Factory	,,	417	...	101
Weighment or chemical—Indent for—by district officers	,,	420	...	102
Subordinates—				
Dismissal and suspension of—drawing Rs. 10 a month and upwards to be reported to the Opium Agent	1	5	...	1
Service-books of—Manner of keeping up ...	,,	7	...	2
Sattai—				
Allowance of leaves and lewa for—of each cake	XVI	303	...	71
Detailed process of—	,,	304	...	71, 72
Establishment for work of—	,,	301	...	71
Issue of lewa for—	XIII	236	...	53
Number of cakes to be made over at one time to each cake-maker for—	XVI	303	...	71
Order in which cakes to be taken up for— ...	,,	302	...	71
Period for beginning operation of—	,,	300	...	71
Register and daily report of—	,,	308	...	73
Supervision of work of—	,,	301	...	71
Treatment of cakes found at—to need repair	,,	305	...	72
Weighment of cakes during and after— ...	,,	307	...	72, 73
Work of—where carried on	,,	301	...	71
Sattaied Cakes—Daily outturn of—	,,	301	...	71
Tagar—				
Fresh—to be used as often as examination of each new class of jars is commenced ...	VIII	143	...	30
Not more than twelve specimens of opium to be placed in each—	,,	143	...	29
Taley—				
Of jars despatched from parakh ground to malkhana	XI	202	...	44
Of trash bags arriving by boat to be kept by a muharir	VI	107	...	20
Tanks—				
In which provision opium is stored each to receive opium of three degrees of consistence	XI	201	...	44
Issue of opium from exporting—. Procedure for checking the—	,,	211	...	46
Set aside for storage, respectively, of opium intended for excise and lewa manufacture ...	,,	201	..	44
Tannin—Test for detecting adulterants containing—	...	...	E	331
Test(s)—				
For ascertaining deterioration of opium ...	...	...	,,	327, 329
——— impurities in opium	...	...	,,	328, 329
——— presence of gum in opium ...	...	...	,,	330
For detecting adulterants containing tannin	...	...	,,	331
For determining presence of starch in opium	...	...	,,	329, 330
———of raw cane sugar or treacle in opium	...	...	,,	331
For determining pure opium	...	...	,,	326

SUBJECT.	Chapter.	Rule.	Appendix.	Page.
TESTING OF SPECIMENS OF OPIUM AT LABORATORY	VIII	147	...	30
TICKETING OF CAKES AFTER MANUFACTURE—	XIV	277	...	65
TICKETS—				
Description of—for artizans, cake-makers and coolies	II	15	...	3
Fines for loss of—	III	44	...	8
Issue of—to cartmen conveying chests of opium	XVII	356	...	85
To be placed in the chests when packed. Indent for—	,,	317	...	76
TIMBER—Measures for procuring the quantity and description of—likely to be required for packing of opium	XXV	449	...	108
TRASH—				
Annual stock-taking of—. Instructions for—	VI	118	...	23
Assistant responsible that only dry—is passed through the thermantidote after winnowing	XVII	324	...	78
Bags. Tally of—arriving by boats to be kept by muharir	VI	107	...	20
Chálans of—to be accompanied by a zilladar or burkundaz of the despatching kothi .	,,	106	...	20
Chálán Register. Details of—entered in the detailed kothiwari register	,,	114	...	22
Chálán Register. Disposal of—	,,	113	...	21
Cleaning of—for packing—, how and when done	,,	116	...	22
Damp, musty, or heated—Rejection of—as unfit for packing	XVII	323	...	77
Date for delivery at Factory of consignments of—	VI	106	...	20
Establishment for weighment of—	,,	108	...	20
Examination of—before issue for packing ...	XVII	324	..	78
Foreign matter found in the—. Extraction of—	VI	110	...	21
Foreign matter found in the—. Manner of dealing with—	,,	111	...	21
Godowns. Examination of—during the rainy season	,,	115	...	22
Issue and preparation of—for packing ...	XVII	323	...	77
Leakage in—godown	VI	115	..	22
Memorandum of gross amount of—received into Factory to be submitted daily to Factory Superintendent	VI	114	...	22
Mode of weighing—	,,	109	...	20
Precautions to be taken against heating of—during wet weather	,,	115	...	22
Preparation of a finer description of—for use in caking, &c.	,,	117	...	22
Procedure in case of—in godowns found damp	,,	115	...	22
Procedure on arrival of a consignment of—at a Factory	,,	107	...	20
Refuse—how disposed of—	,,	116	...	22
Stock-taking of—. Annual—	,,	118	...	23
Storage of—in dry bags for night previous to packing	XVII	324	.	78
Storage of—at Factory. Method of—	VI	112	...	21
Testing of—for packing	XVII	325	...	78
Weighment of—. Arrangement for—on arrival at Factory	VI	108	...	20
Weighment Officer for—. Appointment of—by Factory Superintendent	VI	108	...	20
Weighment officer. Duties of—	V	109	...	20
TREACLE—Test for determining presence of—in opium	...		E	331
TREASURE—Keeping of—under double locks and keys	XXVI	486	...	115
TREASURER—Entry by—in daily cash-book of receipts of money on account of Factory or Saw Mills and Chest Department and payments in cash	,,	489	...	115

Subject.	Chapter.	Rule.	Appendix.	Page.
Treasury—				
Deposit of money in or withdrawal from—to be entered in a book by Factory Superintendent	XXVI	488	...	115
Examination by Factory Superintendent of cash balance in—	,,	491	...	115
Monies for payment of establishments and contingent expenses of Factory and Chest Department and Saw Mills to be lodged in the—	,,	485	...	115
Opening and locking of—	,,	486	..	115
To be in charge of a Treasurer, under the orders of Factory Superintendent	,,	485	...	115
Turning of cakes—In their cups	XV	291	.	68
Undisbursed balances—				
Of pay of establishments employed in Chest Department and Saw Mills. Rules regarding—	XXV	446	...	107
Responsibility of Assistant Factory Superintendents regarding—	II	31	...	5
Undisbursed pay—				
Chálán of—to be handed by the assistant making the deposit for signature of Treasurer	,,	29	..	5
Remaining at the end of a fortnight or month to be deducted from next pay-bill of a department	,,	32	...	6
To be lodged with Treasurer	,,	28	...	5
Withdrawal from treasurer of—	,	30		5
Unserviceable articles—				
Return to Factory of—	XXIII	420	...	102
Sale of—	,,	425		102
Vacancies—				
Filling up of temporary—among Factory work-people by mustering officer	III	42	...	7
Wages—				
Procedure for payment of—by Assistant	II	27	...	5
Wagons—				
Locking and sealing of—conveying opium chests	XVII	360	...	86
Washings—				
Disposal of—during manufacture of abkari opium	XVIII	376	...	90
From caking-room. Disposal of—	XIV	276	...	64
Of cake-makers' cups and trays. Collection of—in dhoikhana	XII	226	...	49
Of fragments of jars after scraping	,,	221	..	48
Of vessels used in Factory	,,	227	..	50
Weighing Officer—				
Daily report by—to Factory Superintendent	VII	137	...	27
Appointment and duties of—	,,	127	...	25
Erasures in chalán registers by—prohibited	,,	137	...	27
Weighman—				
At check scale. Duty of—	XIV	255	...	59
In charge of scales in caking-room. Articles to be supplied to—	,,	246	...	56

Subject.	Chapter.	Rule.	Appendix.	Page.
Weighment of—				
Confiscated opium by Assistant Opium Examiner	XX	390	...	93
Chests before leaving the Factory	XVII	355	...	85
Wetted jars	VII	129	...	25,26
Balance of opium remaining in malkhana before 31st March	XI	217	...	47
Broken jars of opium	VII	125	...	25
Cakes during and after sattai	XVI	307	...	72,73
Cakes for each chest immediately before packing	XVII	332	..	79
Cakes of abkari opium ditto	XVIII	373,374		89
Cakes previous to packing	XVII	309,310	...	74
Cháláns on arrival at Factory	V	79	...	14
Cháláns preparatory to parakh—Arrangements for the—	VII	126	.	25
Cháláns preparatory to parakh. Establishment for—	,,	126	...	25
Cháláns preparatory to parakh. Fixing of date for—	,,	126	...	25
Inferior opium at Factory	IX	155	...	33
Jars and pots of all descriptions of opium. Rules for the—	VII	138	...	27
Jars of good opium. Instructions for the— ...	,,	131	...	26
Leaves. Increase or decrease over district weighment how treated	V	85	...	15
Refuse opium	XI	203	...	44
Small pots of opium	VII	138	...	27
Specimens of opium after leaving the steam table and being rubbed down	VIII	151	.	31
Trash on arrival at Factory. Arrangements for—	VI	108	...	20
Order of—cháláns at Factory	VII	128	...	25
Test—cakes	XV	288	...	67
Test—of empty jars	VII	135	...	27
Withdrawal of undisbursed pay—Course to be adopted for—from Treasurer	II	30	...	5
Women—Search of—working in the Trash Department—	IV	59	...	10
Z.				
Zilladars—Responsible for safe delivery of opium at Factory	VII	119	...	24

E. D'S. & R. D'R.—Reg. No. 3259J—58—27-10-92.